

**STUDENT CLASS
CANCELLATION POLICY**
Effective January 1, 2023



- 1) Tuition must be paid by the due date unless previously arranged with the Executive Director of LEVA. Tuition Due Date will be no less than 30 days prior to the class start date. For classes that are not full, tuition will be due prior to the first day of class unless previously arranged with the Executive Director of LEVA.
 - a. If there is a waitlist and the student **has not paid** tuition by the due date, unless agreed to by LEVA, the student will be warned by the Executive Director at least twice, once by email and second by phone (documented with a follow-up email). If payment is not received by the due date, the student will be removed from the roster and the seat will be offered to those on the waitlist on a first come, first served basis.
 - b. If there is a waitlist and the student **has paid** tuition but cancels within a two-week window of the class start date:
 - i. If seat is filled by someone on the waitlist the tuition of the cancelling student may be applied to a future class or refunded minus a \$25 service charge.
 - ii. If the seat cannot be filled in time for the class, the cancelling student's tuition may not be refunded.
 - c. If there is no wait list and a student has paid tuition, cancels within two-weeks of the class start date, may receive a refund minus \$25 service charge or the full tuition may be applied to a future class at the discretion of the Executive Director.

Direct any questions to Mr. Jan Garvin, LEVA Executive Director, training@leva.org