

Cancellation/Refund Policy

Events and Programs

For any event or program where registration is paid in advance, if cancellation is necessary and notice is given two weeks or more prior to the event or program, a full refund will be given.

Cancellations that occur less than two weeks prior to the event or program will be refunded half of the registration fee. If we are able to fill the vacancy, a full refund may be given at the discretion of the Program Coordinator.

If the event or program has begun, and cancellation is necessary due to an emergency, determination and approval of any refund request must be authorized by the Executive Director.

Field Trips & Group Visits

When a payment is made by a prewritten check for the number of visitors originally scheduled and fewer visitors actually participate in the visit, no change will be provided at the time of payment. We are not set up to give change for a check. A "Request for Refund" can be completed by the teacher or group leader and will be processed the next time checks are written. Approval must be authorized by the Executive Director.