



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CANCELLATION POLICY

Payment for your registered slot is due until written notice of cancellation is received by the BASE Office. Discontinued attendance without prior notice of cancellation will not result in credit. Requests can be submitted via the [Change Form](#).

## **BASE Program**

- No refund for cancellations received after the 10<sup>th</sup> of the same month.
- Partial refund of 25% of that months fees for cancellations received between the 1<sup>st</sup>-10<sup>th</sup> of the same month; future months would not be charged.
- Full Refund for cancellations received by the 25<sup>th</sup> of month prior.
- Credits will be applied to your child's account.

## **No School Days Cancellation (Adventure Days, Winter/Spring Break, etc.)**

- No Refund for cancellations received within 5 business days of registered day
- Half Refund for cancellation received within 6-10 business days
- Full refund for cancellation received more than 10 business days in advance.
- Credits will be applied to your child's account.