

EBI Community Programs

Financial Policies

● **Enrichment and After School Spanish Programs:**

- **Late pick up:** If a child is picked-up late from Enrichment, After School Spanish, or camps more than five minutes later than the end of the class or camp program, the child will wait in the office and a fee for care will be placed on the family's account at a rate of \$15 for each 15-minute period that the parent is late for pick up. (note: this does not apply to EBI families that have purchased an Aventura package that covers this particular enrichment class day.)
- **Transfers:** There is a non-refundable online fee of \$20 that will be applied to any registration changes such as transfers (note: this amount is in addition to any difference in class price).
- **Withdrawals/Cancellations:**
 - If the class is cancelled due to low enrollment you will be issued a full refund for the price paid for that class.
 - If Community Programs Staff is notified **no later than five school days** prior to the first week of enrichment classes of a withdrawal from the class, you will receive a refund for the full amount paid for that class minus the \$20 online fee.
 - If you would like to withdraw the first week of classes and the class is fully enrolled with at least one additional student on the waitlist, then you may request a partial refund minus the \$20 online registration fee.
 - If the withdrawal is due to an emergency or illness you will need to send medical documentation to support the claim and a letter requesting the withdrawal to programs@ebinternacional.org
- **Private 16-week, 20-week, or year-long music programs (30 weeks):**
 - There is a \$200 non-refundable fee to secure your space.
 - **If you would like to withdraw the first week of classes:** You may request a partial refund equal to the value of all remaining classes minus the \$200 non-refundable fee.
 - **If your student has attended more than half of the year long classes,** you may qualify for a full refund, minus the \$20 online fee.
- **Late Registration:**
 - Late registrations that register after the Sunday *a week before* the start of an enrichment session will be assessed a %10 late fee.

- Late registrations are not applicable for a prorated price of classes missed. Exceptions will be made for those on an official waitlist that may have missed up to 3 class sessions.
- In order to ensure quality of classes for our students and teachers, registration requests will not be processed after two class sessions have taken place.

● School Year Camps:

- **Late Registrations:** You must register no later than one week prior to the start of camp as this allows us to properly prepare for a good camp experience for all students. Signups that occur after this date will automatically be assessed an additional 10%.
- **Late pick up:** If a child is picked-up more than five minutes late from his/her program, the child will wait in the office and a fee for care will be placed on the family's account at a rate of \$15 for each 15-minute period that the parent is late for pick up.
- **Transfers:** There is a non-refundable online fee of \$20 that will be applied to any registration change such as transfers from one camp day to another. All transfers are dependent on space availability for that particular day and must occur within the same camp week. (note: this amount is in addition to any difference in class price).
- **Withdrawals/Cancellations:**
If you would like to withdraw your child from a single camp day, or entire camp, you may request a partial refund if you notify EBI at least one week prior to the first day of the camp. No refunds will be made for withdrawal requests made within one week of the first day of camp. Exceptions may be made for emergencies or illness. In this case you will need to send medical documentation to support the claim and a letter requesting the withdrawal to programs@ebinternacional.org

● Summer Camps:

- **Discounts:** We offer an "Early Bird" discount of 5% off your entire purchase, for registrations that occur between February 1 and March 2.
- **Registrations:** In order to hold your spot for our summer camps you must pay 50% at the time of registration, and the reminder no later than May 31.
- **Camp Packages:** Each camp package (ex: AM Care, AM Camp, PM Care) are sold in two week sessions, or single week for session V. Packages cannot be prorated for days missed.
- **Late Registrations:** You must register no later than two weeks prior to the start of camp as this allows us to properly prepare for a good camp experience for all students. Signups that occur after this date will automatically be assessed an additional 10%.
- **Late pick up:** If a child is picked-up more than five minutes late from his/her program, the child will wait in the office and a fee for care will be placed on the family's account at a rate of \$15 for each 15-minute period that the parent is late for pick up.

- o **Transfers:** If you would like to transfer session packages from one session to another (ie: session I morning care to session II morning care) we will be happy to accommodate, space permitting. Transfers must be requested **no later than one week prior** to the session start date and will incur a \$50 processing fee.

- o **Withdrawals/Cancellations:**

- If the camp is cancelled due to low enrollment you will be issued a full refund for the price paid for that class.
- If you wish to withdraw from a summer session package there is a 50% non-refundable fee per package per session. EBI must be notified of such request at programs@ebinternacional.org no later than May 31. Should the specific camp fill with a waitlist, you may be eligible to receive the remaining 50% minus a \$50 processing fee paid at the start of the session. **No refunds will be made for any withdrawals requested after May 31.**
 - o Below are some examples of packages per session:
 - Morning care + AM camp (2 packages)
 - Morning care + AM camp + PM camp (3 packages)
 - PM camp + PM care (2 packages)
- If the camp withdrawal is due to an emergency or illness you may be eligible for a partial refund. In this case, medical documentation will be needed to support the claim along with a refund request to programs@ebinternacional.org

- o **Additional Information:**

- EBI does not refund or prorate for days of camp/programs due to illness.
- Session packages and classes are not transferable to other campers.
- Our camp policies apply to all camp cancellations, regardless of original sign-up date.
- Children must be fully potty trained in order to attend EBI Community Programs. While during school year programs this is a subject to which teachers may dedicate more time a resources, due to the length and nature of summer and after school programs, failure to meet this requirement will result in an automatic withdraw from the program. A partial refund may be requested in this case.
- All eligible refunds will be credited via original payment method