

UCA Community Language School

Refund Policy 2009-2010

All fees must be paid in advance and are non-refundable except for the following:

1. A full refund of tuition *plus* the \$25.00 registration fee, will be given if there is insufficient student enrollment to form a class.
2. A full refund of tuition *minus* the \$25.00 registration fee, will be given if:
a student or parent cancels enrollment 15 days prior to the first day of classes or some extenuating circumstance arises before the first full week of class (such as a documented illness or a family move that prevents the student from completing the course or series of lessons)

NOTE: The refund process is lengthy and the paperwork takes some time to finish, so we ask for your patience if you qualify for a refund.

Make-Up Policy for Community Language School Academic Year 2009-2010

Please see the Community Language School calendar link which is posted on our website for each semester. NOTE: Occasionally the UCA campus closes for a break (for example, the UCA Fall Break in October each year) when the Conway/Little Rock public schools are still in session. Please be sure to check our CLS calendar and make a note of any of these exceptions.

Each UCA Community Language School instructor will provide opportunities for make-ups (usually during the week following the last scheduled week of class) for any class sessions he/she might have missed due to illness. Any classes missed due to inclement weather or unforeseen circumstances (e.g. power failures, etc.) will be made up during this week as well. However, if a student does not attend class due to illness or any other personal reason, there will be no provision for making up the missed class.

Revised Aug. 4, 2009