

UNH Summer Youth Program Deposit, Payment, and Refund Procedures

New for 2017 – Please read!

Note: although these procedures apply to most of our summer youth programs, there may be some variation, particularly in those programs not using this site as a registration mechanism.

Deposits:

- Programs costing \$250 or less must be paid in full at time of enrollment.
- Programs costing \$250 or more may offer a deposit option, which will be 20% of the total cost. These programs may also require a full pay at the time of enrollment.

Payments:

- Online payments will be the primary payment approach. Only very limited exceptions exist (i.e. for school or organization payments).
- **Account balances are due 30 days prior to session start date.** Automated reminders will be sent, but it is ultimately a family responsibility to make the final payment in time.
- Within 30 days of a session start date, students with outstanding balances may be dropped from the session. This allows us to offer the spot to another student in a timely way for family and staff planning.
- **Students will not be allowed to attend a session unless they are paid in full.**
- Any student with an unpaid balance may be locked from future enrollment in a youth program until balance is paid in full.

Refunds:

- *Programs without Deposits:*
 - Drops/Transfers made 14 days or more before a session start date are subject to a \$50 (minimum) administrative fee.
 - Drops/Transfers made less than 14 days before a session start date are subject to a 20% (minimum \$50) administrative fee.
- *Programs with deposits:*
 - Deposits are non-refundable
- Full refunds (including deposit) are provided in the event UNH cancels a program session.