

UNH Summer Youth Programs Deposit, Payment, and Refund Procedures

Note: although these procedures apply to most of our summer youth programs, there may be some variation, particularly with programs not using this 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 are the payment approach.
- Acceptable forms of payment are: VISA, MasterCard, American Express, Discover.
- We do not accept cash payments or e-checks.
- Only very limited exceptions exist for paper checks (i.e. from a school or organization).
- Parents will pay a \$5 UNH-Youth Program Student Health & Wellness Fee (once per student) upon registration check out.
- **Account balances are due 30 days prior to session start date.** Automated reminders are sent, but it is the family responsibility to make a timely final payment.
- Within 30 days of a session start date, students with an outstanding balance 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 any youth program until balance is paid in full.

Refunds:

- *Programs/Sessions without Deposits:*
 - Drops/Transfers approved 14 days or more before a session start date are subject to a \$50 (minimum) administrative fee.
 - Drops/Transfers approved 8-13 days before a session start date are subject to a 20% (minimum \$50) administrative fee.
 - Refunds will not be issued for cancellations 7 days or less before a session start date.
- *Programs/Sessions with deposits:*
 - Deposits are non-refundable
 - Refunds will not be issued for cancellations 7 days or less before a session start date.
- Full refunds (including deposit) are provided in the event UNH cancels a session.