

IPSF Summer Class Change and Refund Requests

CLASS CHANGE REQUEST

To request a **class change**, please fill out the electronic form here: <https://forms.gle/rgtYNR1dRmdeWBCs6>

You must submit one form per student. Carefully read the following information before submitting a request.

Deadlines - requests must be received by 5:00 p.m. PDT on the deadline date

- Wednesday, May 27: Last day to request a class change for Session A and 9-12 Session
- Wednesday, June 24: Last day to request a class change for Session B
- Wednesday, July 15: Last day to request a class change for most Specialty Camps*

Class changes will not be offered after the deadlines above. No exceptions.

Class Change Policies

- Changes can be made to any of your student's classes* as long as the requested class is not at capacity.
- Submitting a request does not guarantee placement in the desired class.
- If your class change request results in a fee, you will be contacted within three business days for payment.
- You will be limited to two class changes per child for the entire 2020 session.
- Please allow up to three business days for changes to be made.
- You will receive an email confirmation once your classes have been changed.
- Class changes will appear on your student's profile in the class schedule when it has been processed.

REFUND REQUEST

To request a **refund**, please fill out the electronic form here: <https://forms.gle/WU8dXoraXH9hXDot8>

You can submit one form per student, and each form can be used for up to three classes. If you need to request a refund for more than three classes, please submit this form again for the remaining classes. **If you are requesting a refund because you want to change classes, submit a Class Change Request instead.** Carefully read the following information before submitting a request.

Deadlines - requests must be received by 5:00 p.m. PDT on the deadline date

- Friday, May 22: Last day to request a refund for all sessions and Specialty Camps*
- Wednesday, May 27: Last day to request a 50% refund for Session A and 9-12 session
- Wednesday, June 24: Last day to request a refund for Session B
- Wednesday, July 15: Last day to request a refund for Specialty Camps*

Refunds will not be offered after the deadlines above. No exceptions.

Refund Policies

- There is a \$35 non-refundable program fee per class for refund requests prior to May 22. 50% refunds may be requested according to the aforementioned deadlines.
- Registration fees for out-of-state and international students are non-refundable.
- Please allow up to two weeks for the request to be processed.
- You will receive an email confirmation once your refund has been made.