

IPSF Summer Class Change and Withdrawal Requests

DEADLINES

Requests must be received by **11:59 p.m. PDT on the deadline date**

- Wednesday, May 31, 2023: Last day to request a class change or to withdraw for session A
- Wednesday, June 21, 2023: Last day to request a class change or to withdraw for session B
- Wednesday, July 12, 2023: Last day to request a class change or to withdraw for specialty camps*

*Rock Band Camp follows deadlines for Session A. For Galileo Camps, withdrawals must be made directly through the organization.

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

CLASS CHANGE REQUEST

To request a class change, please fill out the electronic form [here](#) (one form per student per class)

Class Change Policies

- Changes can be made to any class as long as the requested class is not at capacity
- Submitting a request does not guarantee placement in the desired class
- If your request results in a fee, you will be contacted for payment before the change is processed
- You will be limited to two class changes per student for the entire 2023 session
- Please allow up to three business days for changes to be made
- You will receive an email confirmation once your student's schedule has changed
- Completed class changes will appear on your student's profile under "My Schedules"

WITHDRAWAL REQUEST

Requests to withdraw from a class are now self-service. Follow the steps below to process a request through your IPSF account. Carefully read the following information before submitting a request. **If you are requesting a withdrawal because you want to change classes, please submit a Class Change Request instead.**

- Sign into your [IPSF account](#)
- Select "My Schedules" from the top navigation
- Locate the class you would like to withdraw and select the orange "x" on the right side of the class.
- A pop up box will appear. Confirm that you are withdrawing from the correct class, select your reason for withdrawal, and select the orange "yes" button to submit your request.

Note: After submitting your request, you will be immediately removed from the class and a refund (less any applicable fees) will be processed within two weeks.

Withdrawal and Refund Policies

- There is a \$35 non-refundable program fee per class for withdrawal requests
- Withdrawals will not be offered after the deadline
- Registration fees for out-of-state and international students are non-refundable
- Please allow up to two weeks for the refund to be processed
- You will receive an email confirmation once your refund has been made