



HIGHLANDS BIOLOGICAL STATION

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www.highlandsbiological.org

Cancellation Policy *Summer Courses in Field Biology*

Should you need to cancel your course registration, please give notice as soon as possible.

Credit fees are non-refundable.

Housing fees are fully refundable unless the cancellation occurs within a 30-day window of the class start date.

Course fees are refunded on a time scale according to the following schedule:

Days before start of course	Refund amount
More than 45	Less a \$75 processing fee
Between 30 and 45	Less a \$150 processing fee
Less than 30	No refund

Courses require minimum enrollment and may be subject to cancellation. In the unlikely event that the course is cancelled, you will be refunded in full.

Payment

Once admitted, you will be instructed on how to register and pay for all fees. All payments must be made upon acceptance into the course, preferably before April 1. Special arrangements can be made where necessary. Under special circumstances, if you need an invoice for reimbursement purposes we can provide one.

Payments are due:

April 1 for classes in May and June.

May 1 for classes in July and August.

If you are registering after May 1, the Business Office Manager will coordinate a payment schedule with you.