



HIGHLANDS BIOLOGICAL STATION

265 N. 6th St., Highlands, N.C. 28741 | Tel: (828) 526-2602 | Fax: (828) 526-2797
www.highlandsbiological.org

Payment & Cancellation Policy *Summer Courses in Field Biology*

Payment Policy

Your remaining balance will be stated in your application decision letter sent via email. The deadline for payment is on or before the first day of your registered course/workshop. All payments must be made in the form of credit/debit card, personal/business check, or cash. If payment is submitted in the form of a check, make it payable to Highlands Biological Station.

Submit payments to:
 Highlands Biological Station
 ATTN: Business Officer
 265 N. 6th Street
 Highlands, NC 28741

If you need an invoice for reimbursement purposes please contact the HBS Business Officer.

Cancellation Policy

In the event that you need to cancel your course/workshop registration, notify the HBS Business Officer and/or Program Assistant.

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.

Fee	Refund Policy	Amount
Housing	>30 days prior to course start date	Full Refund
	<30 days prior to course start date	No Refund
Academic Credit	Non-Refundable	
Courses	45+ days prior to course start date	Full Refund-\$75 processing fee
	30-45 days prior to course start date	Full Refund-\$150 processing fee
	<30 days prior to course start date	No refund