

Refund Policy All refund requests must be made in writing or by e-mail to engagement@gc.cuny.edu (not by telephone or through the study group coordinator). Refunds are computed from the date that written notice is *received*, and only made by institutional check to or to the credit card of the payor of record. **There are no cash refunds.** Costs other than the membership fee, including course materials or processing fees, are non-refundable. Annual membership fees will be prorated in increments of one term if notice is given of withdrawal from the program according to the below schedule.

- 100% membership fee refund will be issued if the notice of withdrawal is received at least two business days before the first class session.
- 50% membership fee refund will be issued if the notice of withdrawal is received at least one business day before the second class session.
- After the second class session, no refunds or "credits" will be granted.