

## Cancellation Policy for On Campus Kids After-School Enrichment

At On Campus Kids After-School Enrichment, we understand that circumstances may arise that require a child's withdrawal from the program. To ensure the efficient management of our resources and maintain fairness to all participants, we have established the following cancellation policy:

1. **Notice Requirement:** Parents or guardians must provide a written notice of cancellation at least two weeks in advance of the desired withdrawal date. This notice should be submitted to the program administration via email or written communication.
2. **Two-Week Charge:** Upon receipt of the written notice, regardless of the child's attendance during the two-week notice period, a fee equivalent to two weeks of program fees will be charged to the account. This policy ensures that we can effectively plan for staffing, resources, and maintain stability within the program.
3. **Drop-in Attendance:** Following the two-week notice period, if the child's account is in good standing, they will have the opportunity to attend on a drop-in basis, subject to availability. Parents or guardians must request drop-in attendance at least 24 hours in advance to allow for proper arrangements and staffing. Drop-in attendance is contingent upon available space within the program.
4. **Account Settlement:** All outstanding fees and charges must be settled before the child's withdrawal is considered complete. Failure to settle outstanding balances may result in delays in providing program records and documentation.

We encourage parents and guardians to communicate any changes in enrollment status as soon as possible to facilitate smooth transitions and ensure accurate program planning.

Please note that this cancellation policy is designed to uphold fairness, allocate resources effectively, and maintain a high-quality program experience for all participants. Exceptions to this policy may be considered on a case-by-case basis at the discretion of the program administration.

By enrolling your child in On Campus Kids After-School Enrichment, you agree to adhere to this cancellation policy and understand the financial obligations associated with withdrawal from the program