

Summer Academy @UGA

Cancellation & Payment Policies

PAYMENTS

- Online registrations must be paid for with a credit card.
- Paper registration forms may be faxed with credit card information or mailed in with a check, money order or credit card information. Checks should be made payable to The University of Georgia. UGA policy prohibits the emailing of credit card numbers, so paper registration forms received by email will not be accepted.
- Cash payments can only be accepted in person at the Registration Services Office 193 in the Georgia Center during their normal business hours (M-F, 8am-6pm).

CANCELLATION POLICIES & DEADLINES – **READ BEFORE YOU REGISTER!**

All cancellation requests must be sent by email in writing to the Program Coordinator at Jen.Schumann@georgiacenter.uga.edu and will be processed according to the date and time that email is received. Phone calls or voicemails will not be considered official cancellations until they are followed up in writing. Our cancellation policy is as follows, and exceptions will not be made. Please keep these deadlines in mind as your camp session approaches.

1. For cancellation requests received with at least 10 full business days' notice:
 - We will provide a refund, minus the standard cancellation fee (\$45 for day camps; \$90 for overnight camps).
2. For cancellation requests received with fewer than 10 full business days' notice:
 - If we can find a replacement student from our waiting list, we will provide a refund, minus the standard cancellation fee (\$45 for day camps; \$90 for overnight camps).
 - If we cannot find a replacement student from our waiting list, we will provide a refund of 50% of the total cost of the camp. If less than 50% has been paid at the time of cancellation, no refund will be given.
3. Cancellation requests received after 5pm on the Friday before your camp begins will receive no refund. Cancellation after this time will result in forfeiture of all payment.

Exceptions will be made in the case of serious illness (with a doctor's note on letterhead) or death in the student's immediate family. Cancellation requests that qualify for these exceptions and that are received with fewer than 10 full business days' notice will be processed as follows, once proper documentation is provided:

- If we can find a replacement student from our waiting list, we will provide a refund minus the standard cancellation fee (\$45 for day camps; \$90 for overnight camps).
- If we cannot find a replacement student from our waiting list, we will provide a refund of 75% of the total cost of the camp.

For more information,

Please call or email

706-542-3537

questions@georgiacenter.uga.edu



The University of Georgia
Center for Continuing Education