

# PARK SQUARE THEATRE

## CLASS CANCELLATION AND TRANSFER POLICY

### Cancellation & Refund Policy:

- In addition to each registration fee, Park Square Theatre charges a \$1.99 non-refundable service fee.
- At the time of registration, you are making a non-refundable deposit of \$75
- Before cancellations and refunds are processed, we encourage families to transfer their registration to another program.
- Cancellations requested more than 2 weeks before class begins will result in a refund of the tuition paid, minus the non-refundable deposit.
- Cancellations requested 2 weeks or less before class begins will result in no refund or class credit.
- If Park Square Theatre cancels a class or camp, a full refund will be issued, including the \$1.99 service fee. Prorated refunds will be issued for classes canceled after they've begun.

### Transfer Policy

- Class transfers requested more than 2 weeks before class begins will be accommodated if possible, at no charge. Transfers are contingent upon class capacity.
- A transfer to a similar camp or class may be possible if requested at least one week prior to your camp start date, depending on availability.
- No transfers are permitted within one week of your camp start date.

Need to cancel or transfer a class? Contact our Education Staff at  
[creativelearning@parksquaretheatre.org](mailto:creativelearning@parksquaretheatre.org)