



## REGISTRATION REQUIREMENTS - REFUND & CANCELLATION POLICY

### Registration Requirements

#### Junior Program Application

In order to enroll in a junior program we need to receive a completed junior program application and a deposit which will be applied to the overall cost of the program.

The deposit amount is determined by the date of enrollment (see deposit requirement below).

#### Release Forms/Student & Parent Agreement

Release forms and other applicable waiver documents must be completed and sent at the time of enrollment. Please contact the Junior Programs Director ([junioprograms@cis.edu](mailto:junioprograms@cis.edu)) for a list of the documents applicable to your program.

#### Program Fees

No documentation will be issued until we receive the program deposit. Students will not be permitted to start the program unless full payment has been received. Full payment will need to be paid 30 days prior to arrival date.

#### Deposit/Payment

90 days or more prior to the student's arrival:  
25% deposit required

61-89 days prior to the student's arrival:  
50% deposit required

31-60 days prior to the student's arrival:  
75% deposit required

0-30 days prior to the student's arrival:  
100% payment required

### Cancellations & Refunds

The parent/guardian/representative must inform CISL in writing of the student's cancellation. Cancellation fees are charged as follows:

90 days or more prior to the student's arrival:  
full refund of deposit paid, minus \$300

61-89 days prior to the student's arrival:  
75% refund of deposit paid, minus \$300

31-60 days prior to the student's arrival:  
50% refund of deposit paid minus \$300

0-30 days prior to the student's arrival: no refund

#### Payment of Refunds

Refunds will be paid within 30 calendar days of the request. We can only pay refunds to the person or company from whom the funds originated.

#### Changes to Enrollments

We reserve the right to charge an administration fee of \$100 each time program details are changed after confirmation documents have been issued.