

OTTAWA YOUTH ORCHESTRA ACADEMY

POLICY 2016-10: REGISTRATION REFUNDS

PURPOSE

The purpose of this policy is to define the refunds for Ottawa Youth Orchestra Academy (OYOA) program registrations.

STATEMENT OF POLICY

The OYOA will offer refunds on program registrations based on the date when a withdrawal request has been received in writing by either the Registrar or a member of the Board.

PROVISIONS

- \$25 Registration fee is retained in all instances.
- 100% refund (minus \$25 registration fee) if withdrawal is before audition.
- After notification of final placement, but before the 1st rehearsal, full refund will be given minus \$75 for Orchestras (OYO and OJYO) or \$50 for all other Ensembles to cover auditioning costs plus registration fee. These amounts include the \$25 registration fee.
- 50% refund (minus \$25 registration fee) if withdrawal is on or before Thanksgiving.
- No refund if withdrawal is after Thanksgiving.

Policy approved by the OYOA Board of Directors on October 15th, 2016.