**Website 2020 - RBA - Cancellation Policy Guidelines**

RBA

RBA COURSE​ ​CANCELLATION POLICY

When fewer than eight (8) participants register for a program, the Activities Director may have to cancel the class for the term. Notice will be sent to all participants who have indicated interest in the class as early as possible so they may register for another program if desired. Participants do not have the option of a trial class. If a participant drops out of a course after the first class, the course fee will be partly reimbursement, the cost of the classes will be deducted from such reimbursement.​ ​This​ ​reimbursement​ ​will​ ​be​ ​calculated​ ​in​ ​the​ ​following​ ​way

Total​ ​reimbursement​ ​=​ ​(8​ ​×​ ​number​ ​classes​ ​+​ ​KD​ ​20​ ​cancellation​ ​fee) \*Materials​ ​fee​ ​will​ ​be​ ​deducted​ ​only​ ​when​ ​materials​ ​have​ ​been​ ​purchased​ ​prior​ ​to​ ​the​ ​course.

After 4 weeks, no reimbursement will be given. The cancellation fee will be waived if a participant simply transfers to another activity with the RBA Programme or cancels his/her course 5 days prior to the start of that course. In this case notice must be given in the same timeframe. Attendees must fill out the cancellation form to provide proof of date of the given course​ ​cancellation.

Should the instructor need to cancel a class ahead of time, they will contact the participants so alternative arrangements can be made. For unforeseen cancellations due to illness, emergency, or weather, students in Year 2 and below will join Kids Club. If the lesson is cancelled, the instructor will make arrangements to make up the missed lesson. If this is not possible, the Activities Director will reimburse the students for that lesson. When a participant simply misses a​ ​class,​ ​there​ ​will​ ​be​ ​no​ ​alternative​ ​lesson​ ​or​ ​reimbursement.

Kind​ ​regards,

Ms Yailin

Activities​ ​Director​ ​|​ ​Music and Movement Specialist Teacher