

## Refund Policy

A full refund will be provided to participants on the wait list or when a class is canceled by Learning Exchange; due to weather or low class enrollment.

- A full refund **minus a non-refundable \$5.00** processing fee will be provided to the participants when you cancel a class 5 or more business days before the start of the class. Or when you cancel a class due to illness **AND** we are able to fill your space with someone on the wait list.

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- No Refunds will be given when you cancel a class less than 5 business days before the start of the class, except as noted above, when you cancel a class due to illness **AND** your space is filled from the wait list. Please call (952-681-6109) as soon as you know you are ill and not attending class.
- Please call the Learning Exchange office (952-681-6109) or email Judy Stelmazek at [jstelmazek@isd271.org](mailto:jstelmazek@isd271.org) if you need to cancel a class.

**Refunds are processed at the end of the entire session; Fall refunds are issued in January, Winter refunds are issued in April, and Spring refunds are issued in June (see Refund Policy above).**

If you have any questions, please contact:

Judy Stelmazek 952-681-6109  
(Registration Questions)

Janet Clarke 952-681-6121  
(Class Content or Policy Questions)