

# SCCCA/ICS Community Program Registration Rules

Effective April, 2015

## General Information

- ✓ Please register early To ensure successful enrollment classes or activities,
- ✓ All courses are subject to cancellation or changes.
- ✓ Registrations are processed upon receipt of a completed and signed registration application.
- ✓ Applications are processed in the order received.
- ✓ A 5% Sibling discount for the full session of the same class is available.
- ✓ If a course is full, you will be placed on a wait list and enrolled in an alternate course if provided. Please do not attend the course if you are on the wait list, unless you have been contacted.
- ✓ Full refunds/credits are issued for cancelled courses.
- ✓ Fees are not pro-rated for missed classes unless enrolled from the wait list after class has begun or in the middle of class sessions.

## Refunds policy:

### Withdrawals & Refunds

- ✓ Withdrawals and Refunds: withdrawal-processing fee is \$10; all withdraws & refunds need to fill the “withdrawals and refunds form” from the website [www.sccca.org](http://www.sccca.org) and drop off at the office or e-mail to [community@sccca.us](mailto:community@sccca.us).
- ✓ All transaction will be refunded by check within 3-4 weeks after receiving the “withdrawals and refunds form”.

### Withdrawals Request Guideline:

- ✓ Written requests must be received 3 days prior to second class meeting. Earlier notice is preferred to accommodate wait listed participants. We will refund the remaining balance.



South Coast Chinese Cultural Association  
Irvine Chinese School  
(WASC accredited language school)

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