



# REFUND POLICY

Participants who officially withdraw from *classes* within three business days prior to the class will receive a 100% refund of class fees.

Participants who officially withdraw from *events* within seven business days prior to the event will receive a 100% refund of event fees.

When a class or event is canceled, the participant will receive a 100% refund of fees.

To request a refund that is not issued automatically, call 480-732-7174 to have your refund mailed or credited to the original debit/credit card. Any appeals to refund requests that are denied are to be directed to the TLC Refund Appeals Committee in writing and mailed to The Leadership Centre, c/o Chandler-Gilbert Community College, 2626 E. Pecos Rd., Chandler, AZ 85225.

Adopted by the Board of Directors

July 11, 2008