Some of Lawrence CommunityWorks’ programs have a cost to participate. All participants must comply with the payment in full before the class period begins. If you are unable to pay, please discuss with a program manager as a reduced fee may be available.

**Payment Options:**

1 - You must make full payment at the time of registration. We will NOT reserve space for anyone unless your account is settled 100% before semester begins.

2 – Methods of Payment: Cash, Check, Money Order or Debit/Credit Card. (Checks or Money Orders should be made payable to: Lawrence CommunityWorks).

**Reimbursements:**

If for any reason or circumstance you cannot continue attending classes and need to request a refund for the payment made; you must submit a request in writing explaining the reason.

Refunds are valid only if they are being requested during or before the first two weeks of classes. There will be a non-refundable administrative fee of $25 charged for cancellations.

No refunds will be granted after the first two weeks of classes.

Refunds will be made in form of a check (if paid by cash, check or money order) from Lawrence CommunityWorks or a refund issued to the debit/credit card used to sign-up to the participant/student in a period of ten business days from the date requested.

I, _______________________________ hereby agree to the above statement regarding the payment and / or reimbursement for classes offered by this organization.

______________________________________
Student’s signature

______________________________
Date

______________________________________
LCW Staff Signature

______________________________
Date