



## **Leadership Lancaster Tuition Payment & Participation Policy**

### **Purpose:**

This policy outlines the expectations, responsibilities, and refund guidelines for individuals accepted into Leadership Lancaster programming.

### **Policy Statement:**

Submitting tuition payment for a Leadership Lancaster program confirms an individual's intent to participate and represents a formal commitment to full engagement in all scheduled sessions and activities. Leadership Lancaster relies on participant commitment to maintain program quality and cohort cohesion.

### **Participation Commitment:**

Participants are expected to attend and actively engage in all program sessions, activities, and assigned responsibilities. Tuition payment signifies agreement with this level of participation.

### **Withdrawal and Refund Policy:**

Leadership Lancaster understands that unforeseen circumstances may arise. Refunds will be administered as follows:

- **Class Withdrawal Occurs at Least 30 Days Prior to First Session:**  
Participants may withdraw and request a refund. A \$100 administrative fee will be deducted from the refunded amount.
- **Class Withdrawal Occurs Less Than 30 Days Prior to First Session:**  
Tuition is non-refundable regardless of participation status.

### **Exceptions:**

Requests for exceptions to this policy due to extraordinary circumstances (e.g., serious illness, family emergency) may be reviewed on a case-by-case basis at the sole discretion of Leadership Lancaster.

### **Policy Acceptance:**

All participants must review and acknowledge this policy prior to the start of the program.