



IPSF Summer Class Change and Refund Requests

CLASS CHANGE REQUEST

To request a **class change**, please fill out the electronic form here: <https://goo.gl/forms/u8329reaVFwboOq53>

You must submit one form per student. Carefully read the following information before submitting a request.

Deadlines - requests must be received by 5:00 p.m. PDT on the deadline date:

- Friday, May 31: Last day to request a class change for Session A and 9-12 Session
- Wednesday, June 26: Last day to request a class change for Session B
- Wednesday, July 17: Last day to request a class change for Specialty Camps*

Class Change Policies

- Changes can be made to any of your student's classes* as long as the requested class is not at capacity.
- Submitting a request does not guarantee placement in the desired class.
- If your class change request results in a fee, you will be contacted within three days for payment.
- You will be limited to two class changes for the summer, regardless of session.
- Please allow 1-3 business days for changes to be made.
- You will receive an email confirmation once your classes have been changed.
- Class changes will appear on your student's profile in the class schedule when it has been processed.
- Class changes will not be offered after the deadlines above. **No exceptions.**

REFUND REQUEST

To request a **refund**, please fill out the electronic form here: <https://goo.gl/forms/UKY0n866lu1bKNuO2>

You can submit one form per student, and each form can be used for up to three classes. If you need to request more than three classes, submit this form again for the remaining classes. If you are requesting a refund because you want to change classes, submit a Class Change Request instead. Carefully read the following information before submitting a request.

Deadlines - requests must be received by 5:00 p.m. PDT to receive a refund.

- Friday, May 24: Last day to request a refund for all sessions and Specialty Camps*
- Friday, May 31: Last day to request a 50% refund for Session A and 9-12 session
- Wednesday, June 26: Last day to request a 50% refund for Session B
- Wednesday, July 17: Last day to request a 50% refund for Specialty Camps*

Refund Policies

- There is a \$35 non-refundable program fee per class.
- Registration fees for out-of-state and international students are non-refundable.
- Please allow up to two weeks for the request to be processed.
- You will receive an email confirmation once your refund has been made.
- Refunds will not be offered after the deadlines above. **No exceptions.**

*Does not apply to Bytes & Bots, Galileo Camps, and The Young Americans. Class changes and refund requests must be made directly through those organizations.