

MERCY CENTER BURLINGAME

ART AND PRACTICE OF SPIRITUAL DIRECTION REFUND POLICY

The following terms and conditions apply to The Art & Practice of Spiritual Direction Years 1 and 2.

REFUND TERMS

Application Fee

The Application Fee is a separate charge from the Program Fee and in all cases is *nonrefundable*. The Application Fee is only charged for Art & Practice Year 1.

REFUND CONDITIONS

Withdrawal in writing prior to start of program:

Refund: The amount of the Program Fee you have paid will be refunded in full.

Withdrawal in writing prior to November 15:

Refund: Participant is financially responsible for \$625 (25% of total Program Fee). If you have paid *more* than that amount, Mercy Center will refund the difference.

Withdrawal in writing November 16 to January 31:

Refund: Participant is financially responsible for \$1,250 (50% of total Program Fee). If you have paid *more* than that amount, Mercy Center will refund the difference.

Withdrawal in writing after February 1:

No Refund: Participant is financially responsible for the entire cost of the program. No refund will be issued.