



## University & Research Summer College Course Payment Policy

1. Each student who registers for a summer course(s) must pay a deposit for **each** individual course.
2. Deposits are due within 3 working days of receipt of the invoice to secure a spot in the class. Invoices may take up to three business days to generate. Invoices are generated and sent out in the order that registrations are received.
3. Students are placed in each course on a first come, first served basis as deposits are paid.
4. **Students will not be placed into a class until the deposit is paid. NO EXCEPTIONS**
5. Deposits are non-refundable unless the class is cancelled. In cases where a student from a cancelled class selects an alternate course, the deposit is transferred to the new course.
6. Deposits are non-transferable between students.
7. Refunds are sent via check and may take up to three weeks to process.
8. To add or drop a course, students must email [ur@cbfieldstation.org](mailto:ur@cbfieldstation.org) directly to receive the necessary approval. If approved, any payments made will be transferred to the new course.
9. It is the student's responsibility to keep up with payment due dates. University & Research will post information regarding summer classes and payment schedule on the CBFS website.
10. Full payments are due one week prior to the beginning of each course. Students who do not make their full payment by the due date will be dropped from the course. Any payment made will be returned except for the deposit. Processing of refunds may take up to three weeks.