# Creative Corners Payment and Refund Information

As noted in the Des Plaines Park District “Refund Request Form”, the Creative Corners Preschool Program has exceptions to the standard fees listed in the form. The information below can be found online as well as in the Creative Corners Preschool Handbook.

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## EFT Tuition Payment

- To set up an EFT Tuition Payment Plan: You must register at the Leisure Center, 2222 Birch Street. You must provide a valid credit or debit card. Your first installment payment includes both the tuition for September and the $35 non-refundable, nontransferable payment plan-processing fee.
- The balance divides into 8 equal monthly installment payments transfers
- electronically from a credit or debit card.
- Each additional installment payment transfers on the 20th of the prior month. (e.g., Oct. paid on Sept.20.)

## Creative Corners Refund Policy

- $35.00 processing fee is non-refundable, non-transferable
- All refunds received and DATE STAMPED by August 7th will result in the retention of $75.00 of the September Tuition for each program registered, does not include Lunch Bunch. All refunds received and DATE STAMPED August 8th –August 31st will result in the retention of the full September tuition for each program registered, includes Lunch Bunch.
- All refunds received and DATE STAMPED after September 1st will result in the retention of all paid tuition including the month in which the refund was submitted.
- Requests for a full refund are only honored if the request is due to a medical condition or enrollment into an early intervention program. A note from doctor / school must accompany the request.
- No partial month refunds are paid, regardless of the reason.