



RECREATION AND COMMUNITY SERVICES DEPARTMENT

QUINLAN COMMUNITY CENTER  
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014  
(408) 777-3120 • FAX (408) 777-3137

### Preschool Refund Policy

- A refund must be requested in writing. Include participant's name, address, phone number, name and activity number of the class. Three ways to submit refund requests:
  - In person at the Quinlan Community Center
  - Email request to [refunds@cupertino.org](mailto:refunds@cupertino.org)
  - Fax your request to 408-777-1305
- For requests received **14 days prior to the start of the school year Fall 2017**, a full refund will be granted. Postmarks will not be accepted.
- For requests received **less than 14 days prior to the start of the school year Fall 2017**, a 50% refund may be granted.
- For requests received **after the school year has started**, a 50% refund may be granted until the halfway point of the quarter, after which, scheduled meetings shall be pro-rated.
- **No refunds will be issued after April 1<sup>st</sup>**
- No refunds will be issued for one-day trips cancelled the day of the trip.

### Lunch Bunch Refund Policy

- Lunch Bunch is **non-refundable**. Lunch Bunch Day Passes are **non-refundable**.
- Lunch Bunch is NOT scheduled during field trip days.
- Late pick-up policy also applies to Lunch Bunch.
- Day Passes are encouraged to try out the class. If parents are interested, LB will be prorated for classes missed.