



## RECREATION AND COMMUNITY SERVICES DEPARTMENT

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

### CUPERTINO 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, Lunch Bunch will be prorated for classes missed.