

Luthier Program Refund Policy

Students enrolled in the NCC Luthier Program who wish to withdraw must submit a written request. The amount of refund granted is dependent on the date on which the written request is received. Refund tiers are as follows:

- 100% Refund – if the written request to withdraw is received more than 45 business days before the first day of class, less \$250 administration fee. Refunds will be issued to the student within 30 days of receiving the withdrawal notice.

- 0% Refund – if the written request to withdraw is received less than 45 business days before the first day of class.
 - If a student from the waitlist can fill the vacancy, the withdrawing student will receive a 100% refund, less the \$250 administrative fee.
 - The 45-day period allows time for NCC to fill the vacancy.
 - Refunds will be contingent on filling the vacancy.
 - If a refund is granted, funds will be issued to the student within 30 days of filling the vacancy.

After acceptance into the Luthier Program, students will receive a Refund Policy via email, in which they must sign and return to complete the enrollment process. Enrollment in the program is contingent upon the receipt of the signed Refund Policy by the Luthier Program Administrator(s).

Spring 2025 Luthier Program Refund tiers and dates (Program Dates: January 13 – May 16, 2025)

100% refund, less \$250 administration fee – On or before October 31, 2024

0% refund – After October 31, 2024 - unless the spot can be filled by a student from the waitlist

Please sign, print and date indicating you have read and agree to the Luthier Certification Program Refund Policy.

Return completed form to luthier@northampton.edu, prior to making your first payment.

Yes, I accept the terms and conditions

Signature: _____

Print Name: _____

Date: _____