

Web page link from Registration page, community education, school
Community Education Policies – Registration, Liability, Refunds

Policies:

General notes:

- Adult/ Community Education classes are open to those at least 16 years of age. Those under 16 interested in attending without a registered adult must obtain permission prior to the start of class.
- In general the Youth and Kids Classes (Activities and Workshops) are geared for children in grades k through 6th. (Exceptions will be noted.) Parents or guardians are requested to stay with their child during classes. That same adult is responsible for dispensing any necessary medication or other special needs care to the participating child.
- Classes meet as designated at Matthaei Botanical Gardens or Nichols Arboretum. A few classes may meet off-site, information on off-site locations is given to participants at the first class, or will be mailed to participants.
- Field trips and classes held outdoors may be physically challenging, and may take place on uneven terrain, please contact us if you have questions about the difficulty of any class or trip.
- Involvement in our classes or programs may involve exposure to and is not limited to pollens, stinging or biting insects or animals, and plant irritants. By registering for a class, you acknowledge these potential risks, and accept inherent risks.
- Participants in our Yoga classes will be asked to sign a health release.

Inclement Weather

- In case of hazardous weather/ driving conditions please phone the MBGNA front desk no more than 1 hour before the start of class for information on possible postponement, rescheduling or cancellation. Phone 734-647-0150

Registration, Payment & Refunds

- Preregistration is necessary for all classes and programs.
- Payment is due at the time of registration.
- Participants are encouraged to register early, as programs may have enrollment maximums and programs with insufficient registration will be canceled three to five business days before the scheduled start date.
- Accommodation of day-of registration is not guaranteed, and is determined on a class by class basis.
- We cannot prorate class fees.

Cancellation Policy

- Courses canceled by MBGNA due to low enrollment or hazardous weather conditions are refunded automatically.

Refund Policy

- Refund requests for Community Education classes (including youth, children and adult classes) must be submitted in writing and received 5 days prior to the program's start date. (Fax, emailed or postmarked)
- The registration fee will be refunded less a 10 percent processing charge (minimum \$5.00). We are sorry but refunds are not available for any class with a fee of \$5.00 or less. Refunded fees can be applied to another class or program.
- Fees are nonrefundable on and after the program's start date. MBGNA cannot refund fees requested on or after the start date of a program for sessions missed due to student illness or other personal situations.

Discounted Fees

- Current MBGNA members receive a discount on most classes.
- Currently enrolled, full time University of Michigan students also receive a discount on most classes. (Valid student number required).

Confirmation notices

- When paid registrations are processed by MBGNA staff (including online registrations) a confirmation notice is sent. Retain this confirmation as your receipt. If you register less than one week prior to the course's start date, you may not receive a confirmation notice prior to the start of class.
- Any additional course information (such as field trip locations or participant provided materials list) may be sent under separate cover.

School Field Trip, Group Tours and Youth Group Workshop Additional Policies

- Cancellation or withdrawal notification must be made in writing 2 weeks prior to the scheduled program. A cancellation fee of half the deposit will be assessed to the school or group. The full deposit will be retained by MBGNA if a school cancels less than 2 weeks prior to the scheduled program.
- Schools or youth groups must have a chaperone ratio of 1 adult to 8 students.
- Home School groups will be divided by age/grade levels group and must provide 1 adult to 4 students.
- Youth Group Workshops are required to be paid in full 1 week prior to the scheduled workshop. If pre-paid participants do not attend, no refund will be given.