

**Institute for Civic Leadership**

**Tuition and Refund Policy**

# Tuition:

* Tuition for the 2019-2020 Institute for Civic Leadership class is **$5,000 for MDF members and $5,500 for non-members.** Tuition includes the cost of the program, materials, meals, and facilities (also includes two nights of lodging for the Outward Bound Retreat). Travel expenses to and from each session and any other lodging\* costs are not covered by tuition.
* Each individual is asked to contribute $300 in order to demonstrate a personal commitment to the experience.

\*Other lodging may include any other night you choose to stay before, during and/or after a session.

# Scholarships:

* Scholarship assistance is available on a limited basis to assure our ability to involve many sectors of the Maine community. Selection decisions are made needs-blind. Individual payment plans can be arranged.
* For those seeking scholarship support, scholarships will be awarded based on need and availability of resources. Scholarship requests are confidential.

# Deposits/Refunds:

* A deposit representing 20% of your tuition is due upon your selection in order to hold your place in the class and is non-refundable. Deposits are due no later than **Friday, June 7, 2019.**
* The balance of tuition is due no later than **Friday, July 12, 2019.** No refunds will be made after **August 1, 2019.** Payment plans are available upon request. Please contact Dianne Heino ([dheino@mdf.org](mailto:dheino@mdf.org)) to set up a payment plan.

# Deferrals/Credits:

* If you are **unable to participate this year and wish to defer** your acceptance, you may do so by emailing [jkearce@mdf.org](mailto:jkearce@mdf.org) no later than **Friday, August 16, 2019**. You will be automatically accepted into the next Institute for Civic Leadership class along with any credit you have acquired. The option to defer can only be exercised twice. Thus, you have the opportunity to participate in the course in either of the 2 consecutive years following the year your original application is approved. Otherwise, all credit will be forfeited and you will have to re-apply if you would like to participate in a future class.
* Scholarships amounts are non-transferable. Scholarships are limited and competitive; all scholarship requestsmust be submitted anew for the current year.