

**Tuition and Refund Policy**

# Tuition:

* Tuition for the 2024-2025 Institute for Civic Leadership class is **$5,500 for MDF members** and **$6,000 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. There is also an additional $50 non-refundable application fee.

\*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 ensure our ability to involve many sectors of the Maine community. Individual payment plans can be arranged.
* Scholarships are confidential and awarded based on need and availability of resources; they do not impact your chances of being accepted into the program.
* Scholarship amounts are non-transferable from one year to the next; if an applicant defers, a scholarship requestmust be submitted anew.

# Deposits/Payments:

* A non-refundable deposit representing 20% of your tuition is due upon your acceptance in order to hold your place in the class. Deposits are due no later than **Friday, June 21, 2024.**
* The balance of tuition is due no later than **Friday, July 19, 2024.**
* Payment plans are available upon request. **Please contact Jen Altmiller** **(jaltmiller@mdf.org)** **to set up a payment plan.**

# Deferrals/Credits/Refunds:

* If you are **unable to participate** once accepted, please email Jan Kearce **(****jkearce@mdf.org****) no later than** **Monday, August 5, 2024**.
* If you wish to **withdraw** your acceptance altogether, you must do so before August 5th to receive a refund of tuition minus deposit. No refunds will be issued after this date.
* If you wish to **defer** your acceptance, you will be automatically accepted into next year’s class along with any credit for payments already made (note: scholarship requests are not carried over and must be submitted anew). If you defer after the August 5th deadline, you will forfeit 50% of your tuition; the balance would need to be paid when joining a subsequent class. The option to defer can only be exercised twice; i.e., you have the opportunity to participate in the program in either of the two consecutive years following the year your original application is approved. After that time, all credit will be forfeited and you will have to re-apply to participate in a future class.

**COVID-19 Considerations:**
**~** MDF will use the Maine CDC’s guidelines to ensure the safe delivery of our programs.