



2019 Tuition, Payment, Cancellation and Refund Policies

Business of Basketball Program

This document describes the terms and conditions for fees, payments and refunds in the 2019 Business of Basketball program at Sports Business Classroom.

What is the cost for the SBC Business of Basketball Program?

All applicants pay a \$25 application fee, whether they are admitted to SBC or not. This fee is non-refundable and non-transferable, and is charged when the student's application is received. This fee does not count toward the cost of the program.

The tuition (before options) for the 2019 Business of Basketball program is \$3,500. Students whose applications are received on or before March 31, 2019 pay the "Early Bird" rate of \$3,250. Students whose applications are received on or after June 1, 2019 pay the "Late Registration" rate of \$3,750.

Students may choose from of the following accommodation options:

- Double Occupancy option: Subtract \$350. (Students share accommodations with another student)
- No-hotel option: Subtract \$700 (no accommodations are provided)
- ONE extended hotel day (either July 6-7 OR July 13-14): Add \$197 (Over-21 only)
- TWO extended hotel days (both July 6-7 AND July 13-14): Add \$394. (Over-21 only)

Notes:

- A student's application is considered "received" on the date it is logged by the application form, (U.S. Pacific time).
- Double occupancy is subject to availability. Choosing the double-occupancy option is only considered a REQUEST for double occupancy. Double occupancy will be granted only if
 - Another student is available who also requested the double occupancy option
 - A room with two beds is available.
- If double occupancy is not available, the student will be provided with single-occupancy accommodations. As such, students are charged at the SINGLE OCCUPANCY rate by default, and the difference is deducted from the final payment (if the student chose the payment plan) or refunded (if the student paid in full) if double occupancy is confirmed.

- SBC will match students with another student of the same gender. Students (including mixed-gender) may mutually request a specific roommate, and such requests will be accommodated if possible.
- All rooming assignments are considered final on June 1, 2019. SBC cannot accommodate student requests for rooming assignment changes (single to double, double to single, or choice of roommate) after this date, including during the program.
- The extended hotel option is subject to availability.
- Since the Palms does not accept credit cards from patrons who are under 21, the extended hotel option is available only to students who are 21 or over.
- The extended hotel option is single-occupancy only.

What is the Sports Business Classroom payment policy?

Students who are admitted into the program are charged a \$250 processing fee when they are admitted. This fee counts toward the cost of the program, but is non-refundable and non-transferable.

Students have two payment options for their remaining tuition: Pay in Full, or the Payment Plan. Students choosing the Pay in Full option are charged the full cost of the program (including optional extended hotel days) when they are admitted. Students choosing the Payment Plan make one payment per month. The amount of each payment depends on when the student is admitted and which rooming option is chosen:

SINGLE OCCUPANCY						
When Admitted	Upon Admission	Payment month:				
		February	March	April	May	June
February	\$250	\$600	\$600	\$600	\$600	\$600
March	\$250		\$750	\$750	\$750	\$750
April	\$250			\$1,083	\$1,083	\$1,084
May	\$250				\$1,625	\$1,625
June	\$250					\$3,500
(Extended Hotel Option add \$197/night to first payment)						

DOUBLE OCCUPANCY (SUBJECT TO AVAILABILITY)						
When Admitted	Upon Admission	Payment month:				
		February	March	April	May	June
February	\$250	\$600	\$600	\$600	\$600	\$250
March	\$250		\$750	\$750	\$750	\$400
April	\$250			\$1,083	\$1,083	\$734
May	\$250				\$1,625	\$1,275
June	\$250					\$3,150
(Extended Hotel Option add \$197/night to first payment)						

NO HOTEL OPTION		
		Payment month:

When Admitted	Upon Admission	February	March	April	May	June
February	\$250	\$460	\$460	\$460	\$460	\$460
March	\$250		\$575	\$575	\$575	\$575
April	\$250			\$850	\$850	\$850
May	\$250				\$1,275	\$1,275
June	\$250					\$2,750

Notes:

- All extended hotel amounts are charged with the student's first payment.
- Since double occupancy is subject to availability, students are charged at the single occupancy rate for all but their final payment. The entire double-occupancy discount is subtracted from the final payment if the student is confirmed for double occupancy.
- To participate in the Payment Plan, a student must complete, sign and submit a Payment Agreement and a Credit Card Authorization Form. When the agreement is received and approved by VSL, the student will be enrolled in the Payment Plan.
- Any changes to payment sources require submission of a new Credit Card Authorization Form.

Payment Example:

A student who applies and is admitted in March (early bird rate), chooses single accommodations and the payment plan, and opts for one extended hotel day makes the following payments:

On application:	\$25 application fee
On admission:	\$250 processing fee
March payment:	\$947 (\$750 March payment plus \$197 for one extended hotel day)
April payment:	\$750
May payment:	\$750
June payment:	\$750
TOTAL:	\$3,472 (\$25 application fee, \$3,250 tuition, \$197 extended hotel)

All payments are charged prior to the end of the month. The full cost of the program must be paid prior to July 1, with no exceptions.

Exactly when are charges processed?

The \$25 application fee is typically charged within two business days of the student submitting an application, and may occur on the same day as the application is submitted.

All students are charged the \$250 processing fee when they are accepted. The charge for this fee is typically processed within two business days of the student's acceptance, and may occur on the same day as the student's acceptance.

Students who choose to pay in full are charged the remaining balance in a single charge, which is processed two to seven business days following the student's acceptance.

Students who choose the payment plan are charged according to the following schedule:

February payment	February 25, 2019
March payment	March 26, 2019
April payment	April 25, 2019
May payment	May 28, 2019
June payment	June 25, 2019

Students must complete and return a Payment Agreement and a Credit Card Authorization Form by the date listed above in order to join the payment plan in that month. For example, a student who is admitted to the program on March 20 but does not return a payment agreement until March 28 will join the payment plan beginning in April, and will pay in three installments.

Note: A student is considered to be accepted into the program on the date his or her acceptance email is sent by the SBC General Manager. A student's participation in the payment plan is considered to begin on the date his or her emailed or faxed Payment Agreement and Credit Card Authorization Form is received by the SBC or VSL staff.

If I choose the payment plan, do I have to adhere to the stated payment schedule, or can I pay it off sooner?

If you have an outstanding balance due, you must pay at least the amount indicated in the payment plan for the current month. You also have the option to pay more, if you wish – please contact us at info@sportsbusinessclassroom if you would like to pay a greater amount in a given month.

For example, if you register in February (single occupancy) and choose the Payment Plan, you would be scheduled to pay \$600 per month for five months. You could choose instead to pay \$600 in February, \$1,200 in March and \$1,200 in April. You cannot choose to pay \$600 in February and \$1,200 in both April and May, because you must pay at least \$600 in March.

Am I charged the application fee or the processing fee if the program or my major is full?

If the program is full, you will not be charged the application fee or processing fee. If we inform you that the program is full and you then indicate that you wish to join the wait list, you will be charged the \$25 application fee and your application will be evaluated. If we provisionally accept your application (pending a space becoming available) you will be placed on the wait list. If a space subsequently opens you will be removed from the wait list and accepted into the program. You will be charged the \$250 processing fee at that time.

If the program is not full but your chosen major is full, you will be charged the \$25 application fee and your application will be evaluated. If your application is provisionally accepted you will be offered the choice of admission into an open major or to go on the wait list for your chosen major. If you then choose an open major, you will be enrolled in the program and charged the \$250 processing fee. If instead you choose to wait for your chosen major, you will be placed on the wait list for that major. If a space subsequently opens up you will be removed from the wait list and accepted into the program. You will be charged the \$250 processing fee at that time.

Your admission to the program is considered to begin on the date an acceptance email is sent by the SBC General Manager, with a specific major identified.

What is the Sports Business Classroom refund policy?

The \$25 application fee and \$250 processing fee are non-refundable and non-transferable. The remaining costs may be refundable, depending on the student's date of withdrawal. **IMPORTANT:** For refund purposes, the full fee is considered to be charged and paid when calculating the student's refund amount. This is to avoid disadvantaging students who paid in full. The refund is calculated against the full amount, and then netted against the amount the student actually paid. However, under no circumstance will a student be required to pay any additional money after withdrawing.

- If the student withdraws on or before April 30, all tuition is refundable, including extended hotel days, but not including the application or processing fees. For example, a student who paid a \$25 application fee, \$250 processing fee, \$3,000 for the remainder of the tuition (early bird rate, single occupancy), and \$197 for one extended hotel day (\$3,472 total) is refunded \$3,197 if he or she withdraws on April 15.
- If the student withdraws in May, \$2,500 of the full fee is refundable, plus extended hotel days. For example, a student who was admitted in February (early bird rate, single occupancy), opted for one extended hotel day, and paid a \$25 application fee, \$250 processing fee, \$797 in February, \$600 in March and \$600 in April, and who withdraws on May 10 (before the May payment is charged) is refunded as follows:

Total considered charged:	\$3,472 (including future payment amounts)
Total refundable:	\$2,697 (\$2,500 plus \$197 for extended hotel)
Total non-refundable:	\$775 (\$3,447 minus \$2,697)
Total paid to date:	\$2,272
Total refunded to student:	\$1,497 (\$2,272 minus \$775)

- If the student withdraws in June, \$1,500 of the full fee is refundable, plus extended hotel days. For example, a student who was admitted in February (early bird rate, single occupancy), opted for one extended hotel day, and paid a \$25 application fee, \$250 processing fee, \$797 in February, \$600 in March, \$600 in April and \$600 in May, and who withdraws on June 10 (before the June payment is charged) is refunded as follows:

Total considered charged:	\$3,472 (including future payment amounts)
Total refundable:	\$1,697 (\$1,500 plus \$197 for extended hotel)
Total non-refundable:	\$1,775 (\$3,472 minus \$1,697)
Total paid to date:	\$2,872
Total refunded to student:	\$1,097 (\$2,872 minus \$1,775)

- If a student withdraws July 1 or later, no refunds are given.
- In the exceptional case of certain unplanned events, such as the death of an immediate family member, hospitalization of the applicant or jury duty, Sports Business Classroom will issue a full refund (minus application and processing fees) upon presentation of satisfactory documentation.

Note that even if a student pays less than the non-refundable amount prior to withdrawing, the student is not required to pay any additional money upon withdrawal.

How do I change my method of payment?

If you would like to change your payment method, please email us at info@sportsbusinessclassroom.com or call VSL at (415) 431-7772 with the new information. A new Credit Card Authorization Form will be required.

What happens if I fail to turn in a necessary form, or if a payment is declined?

Failure to complete a payment or to provide necessary documentation will result in the student's withdrawal from Sports Business Classroom and a refund according to the refund policies above, following a grace period of three business days. The withdrawal is "without prejudice," meaning the student subsequently can re-apply.

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