



IPSF Summer Class Change and Cancellation Requests

DEADLINES

Requests must be received by 11:59 p.m. PDT on the deadline date

- Wednesday, June 1, 2022: Last day to request a class change or cancellation for K-12 Session A
- Wednesday, June 29, 2022: Last day to request a class change or cancellation for K-12 Session B
- Wednesday, July 13, 2022: Last day to request a class change or cancellation for Specialty Camps*

*Rock Band Camp deadline is June 29. For Budo Accelerator and Galileo Camps, cancellations must be made directly through organizations. Please see their specific details for deadlines.

Class changes and cancellations will not be offered after the deadlines above. No exceptions.

CLASS CHANGE REQUEST

To request a class change, please fill out the electronic form [here](#) (one form per student)

Class Change Policies

- Changes can be made to any of your student's classes as long as the requested class is not at capacity.
- Submitting a request does not guarantee placement in the desired class.
- If your request results in a fee, you will be contacted for payment before your class change is processed.
- You will be limited to two class changes per child for the entire 2022 session.
- Please allow up to three business days for changes to be made.
- You will receive an email confirmation once your classes have been changed.
- Class changes will appear on your student's profile under "My Schedules" when it has been processed.

CLASS CANCELLATION REQUEST

Requests to cancel a class are now self-service. Follow the steps below to process a request through your IPSF account.

If you are requesting a cancellation because you want to change classes, please submit a Class Change Request instead. Carefully read the following information before submitting a request.

- Sign into your [IPSF account](#)
- Select "My Schedules" from the top navigation
- Locate the student and class you wish to cancel and select the orange "x" on the right side of the class details.
- A pop up box will appear. Confirm that you are withdrawing from the correct class, select your reason for withdrawal, and select the orange "yes" button to submit your request. Please note that after submitting your request you will be immediately removed from the class and a refund (less any applicable fees) will be processed within two weeks. For more information, please refer to our Pricing and Payment Terms [here](#).

Cancellation Policies

- There is a \$35 non-refundable program fee per class for cancellation requests.
- Registration fees for out-of-state and international students are non-refundable.
- Please allow up to two weeks for the refund to be processed.
- You will receive an email confirmation once your refund has been made.