

# YSC Registration, Payments and Cancellation Policy

## How Do I Register?

### Online

1. Go to [www.youthsciencecenter.org](http://www.youthsciencecenter.org) .
2. Click on the "Summer Science Discoveries" button.
3. Please view our tutorial video or document for a step-by-step guide on how to register your children.
4. Click on the link "Register Now!", select "Details" to see class lists, descriptions and availabilities, click on "Register" button to start class registration, and pay using the online system's prompts. Please make sure to use the same email address for both membership purchase and class registration checkout.
5. A class confirmation will be sent to you via email automatically once registered via the online system. We regret that we are not able to confirm classes by telephone.
6. For more information regarding registration, please email Elaine Chiu at [elaine@youthsciencecenter.org](mailto:elaine@youthsciencecenter.org). For more class information, please call Diana Padilla at (626) 588-7818.
7. We will post a list of classes closed due to full enrollment on our website.

## When Should I Register?

Registration is first come, first served. Register early to avoid disappointment.

## What Age Must My Child Be to Participate?

Grade level is listed on the class schedule. This is the grade your child will be entering in September 2021. Preschool Students must be 4 years old as of September 2020 and must be registered as a kindergartner or above for the September 2021 school year.

## What Happens if I Register Late?

Late registrants are considered those who register after the first day of class. Late registrants will be charged \$5.00.

## What Payment Options Do You Accept?

We can accept credit, debit, PayPal, and check payments online. Please note that any bounced checks will be charged a \$35 service fee.

## Am I a Member or a Non-Member?

Unless you have previously purchased a life membership, your membership expires on March 1, 2021. Please note that your membership is good for our After School Classes as well. If the Youth Science Center is not at your school yet, please ask your school principal or contact Diana Padilla at 626-588-7818. Please make sure to use the same email address for both membership purchase and class registration checkout.

## What is Your Cancellation and Change Policy?

No cancellations and changes can be accepted over the phone. Cancellations 96 hours before the first day of class will be given a full refund in the original form of payment. Cancellations within 96 hours of the first day of class will be issued class credit for the 2021 summer program minus

a \$30 processing fee per class. No cancellations will be accepted after the class begins. Please allow 5-7 business days for any refunds. A \$5 processing fee will be charged per class if any class changes are requested 96 hours before the class starts. If you must cancel and make changes for your registration before the class starts, please email Elaine Chiu at [elaine@youthsciencecenter.org](mailto:elaine@youthsciencecenter.org).