

**INSTITUTE FOR CATHOLIC ENRICHMENT
DIOCESE OF BURLINGTON**

FEES AND REFUNDS POLICY

FEES: ENRICHMENT FOCUS – YEAR ONE

\$ 250 from each participant
\$ 250 from the parish of each participant in the program
\$ 250 from the diocese

Fees are due after July 1 and prior to August 15

Make the checks payable to: “The Roman Catholic Diocese of Burlington”

N.B. Mail the checks to: The Roman Catholic Diocese of Burlington
 The Finance Office
 P.O. Box 489
 Burlington, VT 05402-0489.

ALSO NOTE Please make a note on the check that the payment is for the
“Lay Training Programs” so proper credit may be given to you.

REFUNDS:

Refunds will be given to participants who officially withdraw from the program. Withdrawal from the Institute for Catholic Enrichment Program is effective and official once a letter has been sent to the Director from the candidate stating their intention to withdraw. Anyone considering withdrawal from the Program should first consult with their Pastor.

Reimbursement will occur only in the first trimester according to the following scale:

- After the Day of Reflection - Full Refund
- After two classes - 75% Refund
- After three classes - 50% Refund
- After five classes - 25% Refund
- After ten classes - No Refund