



Fee Policy for Distance Learning Programs

Effective January 1st, 2010

In keeping with the Zoo's educational mission to inspire appreciation and stewardship of the natural world, the Zoo will provide video conferencing programming under the following conditions to help us best achieve our mission.

The fee for all Distance Learning programs is **\$100** per program. Payment in full must be received no later than ten (10) working days before the program is scheduled to occur. All Distance Learning programs are subject to the following:

1. If multiple programs are requested for the same school at the same time (i.e. within the same phone call or the same email), then the **first program will be \$100 and all subsequent programs will be \$80**. If programs are requested at a later date, or are requested for a different school, then the first program will again be \$100 and subsequent programs will be \$80. Multiple programs requested through www.cilc.org will receive the discount if they are for the same school and the requests are received on the same day.
2. A signed copy of this contract and payment in full must be received by the zoo **ten (10) business** days before your program is scheduled to be given or the program will be canceled.
3. **CANCELLATION POLICY:** In the event that a program must be canceled due to weather, technical issues, or other circumstances beyond the control of the Zoo or program recipient, the **program may be rescheduled** at a later date agreeable to both parties for no additional charge (dependent upon availability).
4. All facilities that have not performed a successful DL connection within the last year are required to complete a test connection at least one week prior to the actual program at a date and time agreed upon by both parties. **Failure to perform a test connection at the scheduled time will result in cancellation of the program.**
5. **REFUND POLICIES:** Once registration is confirmed, the Lee Richardson Zoo adheres to a no-refund, no-credit policy. If a program is canceled at any time for any reason other than those listed in #3 above, no refund or credit will be given. Substitution of another group of participants of the same age is permitted with prior notification.

If you have any questions regarding this contract, your proposed program, etc., please contact the Distance Learning Coordinator at the zoo office (620-276-1250) weekdays between 8 AM – 12 PM and 1 - 5 PM **Central Time**. Please mail one signed copy of the contract and your payment to the zoo, and keep one copy for yourself.

I agree that I have read and understand the information provided in the above contract.

_____	_____
Signature	Title
_____	_____
Printed Name	Date

School or Organization	

Please keep one copy for your records and return one signed copy with your payment to:

Lee Richardson Zoo
Attn: Distance Learning Coordinator
312 East Finnup Drive
Garden City, KS 67846