

## **RESERVATION AND PAYMENT POLICY FOR SCHOOL PROGRAMS**

Date requests reserved within a month or less require immediate payment. The tentative date will remain in an unreserved status until full payment is received.

Dates reserved two or more months in advance will be granted a two week grace period for payment. No partial payments will be accepted. Requested reservation dates will be tentatively reserved, but not confirmed, until full payment is received. Once the grace period expires, the schools chosen date will then be released for other reservation requests.

The Houston Arboretum requires at least one week notice for student count changes. Date changes are done at the Houston Arboretum's availability and discretion.

Refunds: Program fees are non-refundable.

For your convenience, we accept cash, organizational checks, and money orders, Visa, MasterCard and American Express.

Returned Checks will be charged a \$35.00 returned check fee.

If you have any questions concerning your account, please call the Registrar's office.