



Korean Community Services (KCS) Education Department Classes TERMS AND CONDITIONS 2025

TUITION POLICIES

To be eligible to enroll in KCS's Education Department classes, the tuition fee must be paid in full either via cash, check, or credit card.

Unless the minimum enrollment is met, students seeking to enroll for only two (2) or three (3) weeks will not be permitted to do so. In addition, an extra 10% will be added on top of the prorated class fee.

Biweekly classes will be exempt from the 10% extra fee.

TUITION DUE DATES

Tuition must be paid in full by the third (3rd) Friday of the prior month in order to enroll in the following month.

A receipt will be provided upon payment.

TUITION LATE FEES

After the third (3rd) Friday of the prior month passes, a 10% late fee will be added on top of the tuition fee.

WITHDRAWALS

Please note that our policy does not accommodate substituting one participant with another when the former seeks to withdraw.

DISCOUNTS

Only the membership discount will be applicable.

REFUNDS

A full refund for the class will be given if asked between the first (1st) - third (3rd) Friday of the prior month.

Once the class begins, no refunds will be issued.

The only time a full refund will be issued after the third (3rd) Friday of the prior month is if the KCS Education office team deems it necessary.

CANCELLATIONS

If a student wishes to withdraw from the class after the third (3rd) Friday of the prior month, a cancellation fee of 30% of the tuition fee will be taken out from the refund.

HEADQUARTERS
(ADULT DAYCARE
EDUCATION | HR IMMIGRATION |
PUBLIC HEALTH AND RESEARCH
CENTER | WORKFORCE
DEVELOPMENT)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

**OLDER ADULT
CENTER**

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

**PUBLIC HEALTH AND
RESEARCH CENTER (1)**

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

**PUBLIC HEALTH AND
RESEARCH CENTER (2)**

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

3556 159th St, #2nd Floor,
Flushing, NY 11358
Tel: 718-939-6137

**WORKFORCE
DEVELOPMENT**

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

**MENTAL HEALTH
CLINIC**

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540



MAKE-UP POLICIES

No make-up dates or class extensions will be provided for any reason.

Class cancellation: If KCS cancels any class due to circumstances including, but not limited to, inclement weather, conflicting events, or space unavailability, we will make every effort to reschedule the class promptly.

I have read this agreement and agree to the above-mentioned terms and conditions.

Participant Full Name (Print): _____

Participant Signature: _____

Date: _____

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