



Admission and Cancellation Policies

These policies clarify the admission and enrollment process. In certain cases, you may incur non-refundable or additional fees. **Please read this material carefully** as by applying to Colorado Outward Bound School you agree to the following provisions.

ADMISSIONS

Deposit and Application Fee

Colorado Outward Bound School requires a \$500 deposit submitted with a completed application to reserve a spot on course. This deposit includes a \$150 enrollment processing fee and a \$350 deposit applied toward course tuition. Your \$500 deposit will be applied toward the total cost of tuition and fees for the course.

The \$500 deposit is non-refundable with the following exceptions:

- In the event you are not approved for participation, COBS will refund the \$350 tuition deposit.
- If you cancel your enrollment more than 90 days prior to course start, COBS will refund your \$350 tuition deposit.
- If you are on the waitlist and a spot does not become available, COBS will refund the \$350 tuition deposit.
- If you apply for a scholarship, turn in an application, and are not approved for sufficient scholarship funding, COBS will refund the full \$500 deposit (tuition deposit and enrollment processing fee).

The Application Packet

Failure to provide accurate and complete information could compromise safety and course quality for yourself and other participants. Our goal is for every student to have a successful course. By sharing any physical, emotional, or behavioral conditions, we can help you choose the course that will provide you with the greatest chance for success. Undisclosed conditions that result in an early course departure will terminate any eligibility for a refund.

Outward Bound requires the return of the Application Packet by the due date assigned in your registration email. A late application will jeopardize your enrollment and your spot may be made available to other applicants. Application materials that are more than 14 days overdue may be considered a cancellation, and COBS reserves the right to apply cancellation fees listed below for late application materials that are more than 14 days overdue. We will not accept forms that have been altered or edited by the applicant.

Please report injuries, illnesses, new medications, or changes to your prescriptions to your course advisor. If you arrive on course and have not told us about a new medical condition or have changed the type or amount of your medications since submitting your medical form, you may not be allowed to begin your course. This includes stopping an approved medication dosage.

Colorado Outward Bound School recommends that you do not purchase airline tickets until you are cleared for participation and have received confirmation that your course has adequate



enrollment to meet the minimum group size. If you decide to purchase tickets before receiving that information, and your course is cancelled or you are not approved for the course, Colorado Outward Bound School will not be responsible for any un-used airline tickets. However, if you wait to purchase tickets until we have approved you and your course is canceled, Colorado Outward Bound School will reimburse you up to \$150 to assist with change fees so you can use the airline ticket in the future. Documentation is required. Colorado Outward Bound School will not reimburse participants for gear or clothing, hotels, or other expenses.

Course Tuition and Fees

The total published cost of the course includes all tuition and fees associated with the course. Tuition covers the costs of food, instructors, permits, gear, and equipment while on course. Tuition does not cover personal expenses such as clothing, insurance, airfare, hotels, or baggage fees.

Fees include the \$150 non-refundable enrollment processing fee covering costs associated with reviewing your application packet and a \$150 transportation fee covering costs related to local travel during course.

Full payment is due 90 days before the course start. If your payment is not received by the deadline, this may be considered a cancellation and you risk losing your place on the course. Please be prepared to pay the full balance of tuition and fees at this time even if you have not submitted your completed application packet or your application is still under review. If you enroll within 90 days of course start, full payment is due at the time of enrollment.

Transfers

You may transfer from your initial course to another course, but such transfers may incur an additional cost. Please review the following policies:

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| *60 days or more prior to course start | No fee for one transfer: \$100 fee for each additional transfer. |
| *30-59 days prior to course start | 50% of the tuition may be applied towards your new course; 50% of the tuition is forfeited. |
| *29 days or fewer prior to course start | No refund or credit. |

Waitlists

We maintain waitlists for courses that are already full. To be on the waitlist, we must receive your completed application form, including the \$500 deposit. This \$500 deposit includes a \$150 non-refundable application fee and a \$350 tuition payment. The \$350 tuition payment is refundable only if you cancel your waitlist application before a position becomes available or if an open position does not become available. If a position becomes available, the waitlist applicant will be transferred to the open position and the Application and Cancellation Policies will apply, including forfeiture of the \$500 deposit if you cancel 90 days or less prior to the course start date.



CANCELLATIONS

If you cancel 90 days or less from course start, the cancellation fees listed below will apply to the full published tuition. The fee **IS NOT** based on the amount paid to date on the day you cancel.

Cancellation Fees

If you cancel 90 days or less before your course the following penalties apply. Colorado Outward Bound School will keep your \$500 deposit. The penalties below are based on the remaining tuition.

**90-75 days prior to course start	\$500 deposit penalty
**74-60 days prior to course start	25% of tuition penalty
**59-45 days prior to course start	50% of tuition penalty
**44 days or less prior to course start	No refund
Early Departure (injury, illness, expulsion, etc.)	No refund

In the event you are not cleared to participate, Colorado Outward Bound School will retain the \$150 non-refundable processing fee. The remaining \$350 is **ONLY** refundable if you responded with full disclosure while completing the health history questionnaire at time of application, met all required due dates and the screening process has been completed.

Early Departures or No Shows

Our intent is to support students to successfully complete their course. However, injury, illness, medical issues, homesickness, voluntary withdrawal, low motivation, family emergency, or expulsion may prevent a student from completing course. Should a student (under 18+) leave course early, parents will be contacted to arrange travel.

No matter the reason for early departure or no shows at course start, there will be no refund or credit of tuition. We strongly recommend that you purchase third party trip insurance to protect your financial investment related to course tuition, airfare and/or emergency evacuation. Information regarding third party travel and emergency evacuation insurance is provided below.

If you are expelled from course for behavioral reasons or refuse to continue with course despite Colorado Outward Bound School's willingness to support you, you will be subject to an additional Early Departure Fee to cover the expense of accompanying and transporting the student from the course area. This will vary depending upon the location of the student and availability of resources.

TRIP AND TUITION RELATED INSURANCE

Airfare, related travel costs, and non-refundable tuition payments are expensive. Insurance to protect your trip and course is not required but is strongly recommended. If you choose not to purchase insurance and cancel your course or leave your course early, you will be held to the terms of the Cancellation Policy (see above).

Outward Bound offers an option for insuring these costs from the third-party provider InsureMyTrip through its Academic Explorer Program. This program has coverage options that include your travel costs and the non-refundable tuition costs. A link to that program's insurance coverage options is below. Alternatively, you may choose to purchase trip related insurance through a different insurance



provider. In either case, the amount and type of coverage you choose is your responsibility and must be discussed directly with the provider.

Don't forget your travel insurance from [InsureMyTrip](#).

EMERGENCY EVACUATION INSURANCE

You may also want to consider insurance for the cost of Emergency Evacuation. Health insurance often does not cover the cost of emergency evacuation by air or other means and these costs can be very expensive. **Colorado Outward Bound School will not be financially responsible for these costs in the event that your student requires evacuation.**

The Academic Explorer Program offered through InsureMyTrip **does not** offer coverage for emergency evacuation. You will need to purchase that coverage from a different insurance provider. Colorado Outward Bound School recommends that you investigate trip insurance policies offered by a third party such as Travelex: www.travelexinsurance.com. Trip insurance differs from company to company and policy to policy. Make sure to research your options carefully. If you need assistance choosing a plan, please contact Travel Agent Donna Evans, at gyraff@comcast.net or 303-400-0852.

Outward Bound makes no representations or warranties about these insurance options or how they handle claims.

ON COURSE

Your course itinerary may vary. Depending on weather, the skill level of your group or other conditions, certain high-impact activities like rafting, rock climbing, peak attempts, or ropes courses may not be possible. Change in the published sample itinerary does not constitute a change in the purchase course and will not result in a refund.

Students may be charged for lost or damaged gear. Please read the required gear list for your specific course to see what equipment COBS supplies.

You will be traveling with a group of diverse individuals. All student applications are thoroughly screened and we make every effort to ensure that all participants are capable of full participation. However, other students may adversely affect your experience by being less fit, less articulate, or less pleasant than you or your child. This is the inherent nature of the experience and cannot always be prevented.

All courses are open to co-ed enrollment unless otherwise indicated. There is, however, no guarantee that every course will attract a mixed gender group. All activities occur in co-ed groups with varying degrees of instructor supervision, depending upon the activities, age, and length of the course.

Supervision. Depending on the age range of your course, students may not be directly supervised at all times. Students on courses for ages 18 and older may travel unsupervised if they have demonstrated adequate competence. The older the student groups are the more unsupervised travel they might be judged ready to take on. Contact your course advisor for details. Students who attend courses and fall outside the published age range will be supervised according to the published age.



Our purpose is to support students so they can successfully complete their course. However, if a student is determined to leave course we cannot and will not force them to stay against their will. In that event, parents will be contacted to arrange for their child's travel home.

As a student, you are expected to behave in accordance with the Colorado Outward Bound School Code of Conduct and you will be expelled from your course and required to leave if we determine you are:

- Exhibiting non-compassionate behaviors including:
 - Bullying, intimidation, or attacks (physical and psychological)
 - Verbal harassment of identity-based discrimination of others
 - Repeated verbal or non-verbal actions that insult, demean, or invalidate others
 - Participating in “cliques” that actively exclude others
 - Sexual harassment
 - Intentional destruction of property or the environment
- Unable to perform essential physical actions and/or maintain self-care
- Engaging in romantic or sexual activity
- Exhibiting non-trustworthy behaviors such as:
 - Substance use or possession
 - Persistent defiance of staff instruction

If a student exhibits these or any other inappropriate behavior on course, they may be removed from the course. Instructors typically work with the student individually and may - but are not required to - use additional resources available from the program leadership team or consult a parent before removing a student from the field. While we do train our staff in managing behavioral issues and design our courses to support positive behaviors, our priority is the safety of the group, not student behavioral management.

OTHER INFORMATION

Responsibilities of parents of minor children and third-party payers: We require the signature of one legal guardian to enroll a minor. It is the responsibility of the parents of minor children to fulfill any obligations or decision-making agreements in joint custody situations. Similarly, you are responsible for informing a third party payer of all potential financial obligations, fees, and penalties.

Adult Students: COBS reserves the right to discuss an adult student's performance on course with the individual or organization who paid for that student's course.

Choice of Law and Forum Selection: I agree that the substantive state law of Colorado (but not any law that would apply the laws of another jurisdiction) governs this document and any dispute or suit arising from or related to my enrollment or participation in the Colorado Outward Bound School activities. Any mediation, suit, or other proceeding must be filed or brought only in the state court with proper jurisdiction located in Denver County, Colorado.

Disputes: If you are dissatisfied with your experience, please contact the Director of Student Experience by calling 720-381-6589. We will investigate your experience and may be able to provide you with additional information. Refunds and credits are generally not available. In very rare cases, credits may be awarded solely at the discretion of the Director of Student Experience.