

**REGISTRATION/APPLICATION AND  
CANCELLATION POLICIES:  
BCPH PUBLIC HEALTH SUMMER INSTITUTE AND  
PRE-MEDICAL ACADEMY**

1. Students may register/apply for BOTH the Public Health Summer Institute and Pre-Medical Academy, or elect to register for just ONE of the programs.
2. Students will still have to register/apply for the downloadable versions of any of the programs.
3. Students may attend a Public Health Summer Institute (in-person) at one location and the Pre-Medical Academy (in-person) at a different location if they choose. They will need to inform Communications at [communications@bcph.org](mailto:communications@bcph.org) if this is the case and ensure that spots are available.
4. Students may only attend one in-person session of the Summer Institute and one in-person session of the Pre-Medical Academy. In other words, students cannot attend 2 public health summer institutes OR 2 pre-medical academies.
5. If students register for one session in one location and then decide to switch to another location, they must do so within 2 weeks of their initial registration and before June 31, 2023 MIDNIGHT EST in order to maintain their spot. To switch, there is no need to fill out another form, you must contact Communications at [communications@bcph.org](mailto:communications@bcph.org) to explain the situation and get clearance to attend another session.
6. Students who register for any in-person programming SHOULD NOT register for a download/asynchronous session, since it will be provided to you within 1-2 weeks after the in-person session. It will be available for viewing for a limited period of time.
7. Early registration fees of \$25.00 will apply to those students who have registered from March 15, 2023 MIDNIGHT EST to April 15, 2023 MIDNIGHT EST. These are all non-refundable.
8. Regular registration fees of \$50.00 will apply to those students who have registered from April 16, 2023 to May 15, 2023 MIDNIGHT EST. These are all non-refundable.
9. Late registration fees of \$75.00 will apply to those students who have registered from May 16, 2023 to June 31, 2023 MIDNIGHT EST. These are all non-refundable.
10. Extremely late applications received in July 2023 will be considered on a case-by-case basis given space availability. A fee for registration of \$100.00 will be charged ONLY if space is available for the student.
11. There are notable registration/application fee increases for the regular, late, and extreme late periods. Please see <https://bcph.org/institute/> for additional information.

12. Tuition Fees for the in-person and downloadable programming are due once a person has received an acceptance to the public health institute and/or pre-medical academy.
13. Applications will not be fully processed without successful and accurate completion of all application materials, full payment, and completion of all paperwork. Students with incomplete applications will be informed and given 1 week to complete the application.
14. Registration can only occur on BCPH's secure website and provided form. Any special accommodations needed for registration must be addressed to the Communications Division at [communications@bcph.org](mailto:communications@bcph.org).
15. The Public Health Summer Institute and Pre-Medical Academy will have limited space for in-person registration. Applications will be considered on a rolling admissions basis. Once space has been reserved, applicants may go on a waitlist and be informed when and if space becomes available at any of the sessions.
16. Purchase of hotel accommodations will be separate from registration for the Public Health Summer Institute and Pre-Medical Academy. A limited number of hotel accommodations will be available for applicants. Hotel accommodation fees are not included in tuition fees.
17. Registration for students and parent/guardian only requires one form and a one-time registration fee. If discovered that multiple forms have been made in error, please contact the Communications Division at [communications@bcph.org](mailto:communications@bcph.org) to assist with resolution.
18. Registration for the Summer Institute and Pre-Medical Academy only requires one registration fee per student. However, if a student purchases one programming and then decides to purchase another programming at a later date, please contact the Communications Division for a special registration form so that registration fees will not be incurred twice.
19. High School Discounts: Course discounts are available for high schools that send 5 students or more to the Public Health Summer Institute and/or Pre-Medical Academy. Please address inquiries to the Communications Division at [communications@bcph.org](mailto:communications@bcph.org). A special registration form will be sent in these cases.
20. A full refund of the programmatic fee (e.g. Public Health Summer Institute in-person, Public Health Summer Institute-download/asynchronous, Pre-Medical Academy-in-person, Pre-Medical Academy-download/asynchronous) will be granted for cancellations that occur a month before the first day of the scheduled session. See cancellation refund schedule below.

21. If a cancellation request is made within 1, 2, or 3 weeks BEFORE the scheduled session, a prorated refund will be implemented. Please see the cancellation refund schedule below.
22. No-Shows: Registrants who are enrolled in a course and do not attend the program, i.e., a “no-show,” will not receive a refund.
23. If a student purchases BOTH the summer institute and pre-medical academy, and then cancels one of them within the allotted time (e.g. see cancellation policies), they may be entitled to a refund for that programming. Please contact the Communications Division in order to proceed.
24. Students are expected to test negative for COVID-19 72-hours prior to the start of the session. Participants who test positive will not be permitted to attend in person. A downloadable version of the designated program will be provided and the difference refunded.

**Cancellation and Refund Schedule:**

<b>Session</b>	<b>Date of Cancellation</b>	<b>Full Refund</b>
1	By June 12, 2023, MIDNIGHT EST	YES
2	By June 19, 2023, MIDNIGHT EST	YES
3	By June 26, 2023, MIDNIGHT EST	YES
4	By June 2, 2023, MIDNIGHT EST	YES
5	By June 9, 2023, MIDNIGHT EST	YES

The cancellation and refund schedule can be understood as follows. If a student pays for session 1 and then cancels by June 12, 2023 midnight EST, then that student is entitled to a full refund. If the cancellation occurs after this date, a pro-rated refund or no refund may be applicable.

**Refund Schedule:**

<b>TIME OF CANCELLATION*</b>	<b>REFUND**</b>
30 days or more	FULL REFUND
21 to 28 days	75% REFUND
14 to 20 days	50% REFUND
8 to 13 days	25% REFUND
0 to 7 days	0% REFUND

\*Time of cancellation refers to when the cancellation occurs in conjunction to the first day of the scheduled session.

\*\*Refund refers to reimbursement of all tuition fees. Registration fees are non-refundable. Hotel fees are not conducted by BCPH.