

MARCH 17, 2020

Dear Parents/Guardians of 8th Grade Students:

As announced last week by Superintendent Mike Hanlon, due to current concerns and mandates regarding COVID-19, Chardon High School has postponed the 8th Grade Washington DC trip originally planned for May 4-6, 2020.

We are glad to announce the Washington DC trip has been rescheduled to October 12-14, 2020.

The payment(s) you have made for your student for the original May 2020 trip will be held by Chardon Schools and fully allocated for your student to attend the new trip dates in Fall 2020.

If you need to request a refund at this time because your student will *not* be participating in the October 12-14, 2020 Washington DC trip, please do so by September 1, 2020.

In the event that you request and receive a refund (*between now and the next few months*) and later decide to reinstate your child's participation in the trip, you will have the option to do so provided that you re-submit full payment for the trip no later than September 1, 2020. (*Deadline reminders will be sent out in August 2020.*)

Washington DC 2020 - REFUND INSTRUCTIONS (*DEADLINE: SEPTEMBER 1, 2020*):

IF you need to cancel your child's participation in the Fall 2020 trip:

- **For payment(s) that were made via Infinite Campus using either CREDIT CARD or ELECTRONIC CHECK**, please send an email to deb.armbruster@chardonschools.org with subject line 8th Grade Washington DC Trip and include ALL of the following information:
 - Parent/Guardian First and Last Name - *Please do not send your student's name through email.*
 - Student # (*this is a **SIX-DIGIT** # found in [Infinite Campus](#). Once logged in, click "Today" to bring up your 8th grade child's profile to find this 6-digit Student # associated with their record.*)
 - Specify in your email the total amount you paid for the May 2020 Washington DC trip.
 - Clearly state in your email that you wish to cancel your child's reservation for the October 12-14, 2020 trip.
 - *Please allow 5-10 business days for your refund to appear online in your credit card or bank account.*
- **For payment(s) that were made via CASH or REGULAR CHECK**, please complete a refund request form ([WASHINGTON DC TRIP REFUND REQUEST FORM](#)) by following these instructions:
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- **Complete the refund request form in full** (including signature and your full printed name and address).
- If you paid via check(s), please include a copy of your check(s) to expedite the processing of your refund.
- Send the completed refund request form and (when applicable) check copy(ies) via:
- **EMAIL to deb.armbruster@chardonschools.org**
OR
- **REGULAR MAIL to:**
 - Deb Armbruster, Treasurer/CFO
Chardon Board of Education
428 North Street
Chardon, OH 44024
 - *[In compliance with the mandate for social distancing at this time due to COVID-19, we kindly ask that you PLEASE do NOT drop off your refund form in person at the BOE office. Instead, use email or postal mail as described above.]*
 - You will receive your full refund via a check mailed from our Treasurer's Department to your address (the address you indicate on the refund form).
 - *Please allow 5-10 business days (from the date of Deb Armbruster's receipt of your form) for your refund check to arrive in the mail.*

If you have questions, contact Chardon Schools Treasurer/CFO Deb Armbruster at 440-285-4052 or deb.armbruster@chardonschools.org. For emails, please mark the subject line: 8th Grade Washington DC Trip.

We apologize for any inconvenience and disappointment the trip postponement causes and thank you for your understanding.

And we certainly look forward to the Oct 12-14, 2020 trip.

Thank you.

~Chardon Local School District