

Refund Policy

- Once funds are received they become the property of The Education Foundation. There is a no refund policy attached to all funds received and named scholarships established. A donor has the ability to update/change the scholarship/donation criteria at any time.
- The donor has the ability to request a report of how their funds were distributed and eventually awarded.
- A letter to be used for tax purposes will be mailed to each donor at the end of the year. This is your record that a contribution was received by The Education Foundation.

Privacy Statement

We appreciate the trust you place in The Education Foundation and we are committed to respecting your privacy and the security of your personal information. Our privacy policy, updated on January 1, 2009, describes the information we collect and how we use it.

We always welcome your questions and feedback. For privacy-related issues, please contact us at:

The Education Foundation
PO Box 15213
Portland, ME 04112
Phone: 207-775-3414 ext 3
Fax: 207-775-5443
rsummers@edmc.edu or

Information We Collect

We may collect information (including name, address, telephone number, email address and, when necessary, credit card information and date of birth) when you:

Place an order from our catalogs or on our Web site

- Make a contribution to The Education Foundation
- Request an Annual Report, Newsletter or Scholarship Application
- Subscribe to our Email Newsletter

We maintain the data that you provide us, along with a record of your contributions, in a secure database.

Security

It is our intent to protect against the loss, misuse or alteration of information that we have collected from you. We use a variety of current technologies and processes for protection of our donor data. We limit the information we provide to outside companies with whom we contract to only what they need to carry out their responsibilities.

When you make a donation or request information on our Web site, your transactional information is transmitted in a safe, encrypted format.

Policy Changes

From time to time, we may use donor information for unanticipated uses not previously disclosed in our privacy notice. If our information practices change, we will post these

changes on our Web site. We encourage you to review our privacy policy periodically.

Questions or Comments?

For questions, comments or assistance, we invite you to contact us at:

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Portland, ME 04112

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Fax – 207-775-5443

E-mail – rsummers@edmc.edu or kfitzpatrick@edmc.edu