



MINOR EVENT REFUND REQUEST

(All events not covered by Major Event Refund Request)

**Refund requests received more than 10 business days after the last day of the event will NOT be considered.*

COUNCIL _____ UNIT # _____ RESERVATION # _____

DATE _____ NAME _____ EVENT _____

PHONE # _____ EMAIL _____

We are requesting a refund for the following Person(s) for the following reasons:

| <u>NAME OF PERSON</u> | <u>REASON FOR REFUND (BE SPECIFIC PLEASE)</u> | <u>AMOUNT PAID</u> | <u>APPROVED OR DENIED</u> |
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- Paid registrations can be transferred to another Participant of the same type who was not previously registered to attend.
- Cancellations made more than 30 business days prior to event are fully refundable.
- Cancellations made between 30 – 10 business days prior to event, 80% of all fees paid are refundable.
- Cancellations made within 10 business days of event, a refund of 80% will only be considered if the Participant in question finds themselves in one of these circumstances:
 - A) the family moves out of council.
 - B) there is a death or serious illness in their immediate family requiring their attendance.
 - C) they become ill and unable to attend event (doctor verification may be requested).
 - D) the Participant becomes ill while attending the event and is sent home by the event medical personnel
- If an event is cancelled or postponed and the participant cannot attend on the alternate date, the full fee will be refunded.

Please note: Approved refunds will be processed with 30 days of the last day of event and made by credit card reversal or check to the original payor. Refunds may also be made to unit accounts.

Please submit request to: clc_ap@scouting.org

FOR EVENT USE ONLY:

Received by _____ Date: _____

FOR OFFICE USE ONLY:

Refund amount approved \$ _____ Refund Denied _____ Date _____

By _____ Reason Denied _____