

EVENT REFUND REQUEST

**Refund requests must be submitted to the Pacific Crest Council within 30 days of the conclusion of the event. Submit requests to: billing@pccscouting.org.*

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>Council Use Only:</u> <u>APPROVED</u> <u>OR</u> <u>DENIED</u>

- Initial deposits, if applicable, are **non-refundable**.
- Paid registrations can be transferred to another Participant of the same type who was not previously registered to attend.
- Individuals who cancel their reservation 30 days or more before the reservation/event date will receive a full refund less a 10% administrative fee.
- Cancellations between 29 and 15 days before the event will receive a 50% refund of all fees paid (minus, if applicable, any non-refundable deposits).
- No refunds will be provided for cancellations 14 days or less before the event. *
- *Refunds will be considered if the Participant in question finds themselves in one of the following 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 are unable to attend the event.
 - D) The Participant becomes ill while attending the event and is sent home by their unit leadership or event medical personnel.
- If an event is cancelled or postponed and the participant cannot attend on an alternate date, 100% of the fee will be refunded.

Please note: Approved refunds will be processed within 30 days after the event has concluded. Refunds will be issued back to the original payment method if the payment was made by credit card, check, or unit account. Cash payments will be refunded by check.

FOR EVENT USE ONLY:

Received by _____ Date: _____

FOR OFFICE USE ONLY:

Refund amount approved \$ _____ Refund Denied _____ Date _____

By _____ Reason Denied _____

