



## Refund Request Form

Unless otherwise published for a particular event, the **standard** council refund policy is shown below. Note that a portion of the fee paid will be withheld to cover costs of supplies and other expenses for the event.

- Fees for most district and council activities are **transferable** to other Scouts within the unit that are not already registered for the same activity. There is no penalty for this option.
- Shirts and other added items are not refundable if those items have already been ordered, but will be available for later pickup. Partial refunds of **program and meal fees** will be given as follows:
  - Requests made at least fourteen days prior to the start of the event: 90% refund
  - Requests made 3-13 days prior to the start of the event: 80% refund
  - Requests made less than 3 days prior, and no later than seven days after, the start of the event: 80% refund **ONLY due to one of the following circumstances:** sickness or injury (requires physician's note), death in immediate family, or relocation outside the council's borders (with supporting documentation).
- If approved, the refundable amount will be returned using the original method of payment if possible, or via check if not.
- There will be no refunds under \$10.00.
- If an event is cancelled by the district or council, a full refund will be provided.

Name(s) \_\_\_\_\_ Date of Request \_\_\_\_\_

District \_\_\_\_\_ Unit Type & # \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Registration # \_\_\_\_\_

Activity \_\_\_\_\_ Date(s) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

**Mail to:** Refund Request, Central Florida Council, 1951 S. Orange Blossom Trail, Apopka, FL 32703

**Or Fax to:** (407) 889-4406, Attention Refund Request

**Or Email to:** [refunds@cflscouting.org](mailto:refunds@cflscouting.org)

### FOR COUNCIL USE ONLY

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Accepted \_\_\_\_\_ Denied \_\_\_\_\_

Authorized by \_\_\_\_\_ Refund % \_\_\_\_\_

Explanation (if denied) \_\_\_\_\_

Amt refunded \$ \_\_\_\_\_ Date posted \_\_\_\_\_ Request Completed By \_\_\_\_\_

