



Refund Policy

A policy has been requested to clarify the procedures for refunds for Parkdale events for which participants are required to pay fees.

This policy should be referenced on application forms and event information sheets so that participants are aware ahead of time of the policy. Examples of events covered by this policy would include but are not limited to Women's and Men's Retreats or Events, Family Camp events and banquets for which tickets are purchased.

1. Refunds are only to be applied to fee payments of \$50 or more.
2. Refunds can be provided if there is an appropriate reason, such as sickness, or conflicting priorities which may have changed for reasons beyond the control of the individual, e.g., work commitments. A change of heart by the participant is not normally considered to be a valid reason for a refund, as registration and payment for an event is considered to be a commitment.
3. Refunds, for reasons other than those in Item 2 above, will only be considered if requested by the participant at least 30 days in advance of the event.
4. The amount of refunds will not exceed the portion of the payment which we can recover from the supplier. The participant will forfeit non-recoverable amounts.
5. If the reserved place for the event can be filled by another participant, e.g., if there is a waiting list of people willing to pay, then the full amount could be refunded to the original participant.
6. In some cases a participant who cannot attend may choose to consider the amount paid as a donation to assist others who could not normally afford to attend. In this case, a charitable tax receipt could be issued for the full amount.
7. In no event will a tax receipt be issued to an attendee for the payment for an event if that person attends, since the attendee receives a personal benefit from attending the event, such as food, lodging, or entertainment.
8. If there is a charitable component to the cost of the ticket, a charitable receipt may be issued for a portion of the payment, less the advantage to the participant. However, for normal Parkdale events, this would be rare.

As presented to the Parkdale Church Council
September 2017