

POLICY STATEMENT ON REFUNDS

Purpose:

- To provide guidelines for refunds on programs

Policy Statement:

- In the event BPCA cancels a program then all costs incurred by the payee will be refunded including membership fee if paid to BPCA after verifying they are not enrolled in other programs at BPCA or any other community association.
- In the event the payee withdraws of their own accord then the program costs will be refunded but not the membership fee

Responsibility:

- It is the Coordinator's responsibility to advise the Treasurer of the refund; if the participant is a minor then the Coordinator(s) need to provide the parent's name for the check and the amount being refunded and the breakdown if there is multiple accounts being refunded (i.e. soccer \$210.00 , membership fee \$10.00 total \$240.00) and mailing address. A copy of the registration form should be provided.
- Treasurer's responsibility to process the check, mail, and advise the Coordinator that the check has been handled.