

OZARK TRAILS COUNCIL, SCOUTING AMERICA – REFUND POLICY

Refunds are approved/denied at the discretion of the Council. Refund requests must be made only on this form.

Submission of form does NOT guarantee refund requests will be approved!

Any required deposits shall be NON-REFUNDABLE.

Refund of fees, outside of a deposit, will be processed on a sliding scale according to the following guidelines:

1. Requests received 30 or more days before the event – 100% of the total event fee, less deposit.
2. Requests received 14 – 29 days before the event – 50% of the total event fee, less deposit.
3. Requests received less than 14 days before the day of the event — 25% of the total event fee, less deposit.
 - *In the event of a documented medical reason (doctor’s note required), a death in the family, a natural disaster, or a declared emergency – refund request must be submitted within fourteen (14) days of Resident Camp and within seven (7) days of any other applicable district or council activity.*
 - *For events where you register as a unit, registrations are transferrable within the same unit to a Scout or adult leader not currently registered for the activity.*

Approved refunds will be processed within thirty (30) days of their receipt.

REFUNDS WILL ONLY BE ISSUED TO THE ORIGINAL PAYMENT METHOD.

When refund is issued to the unit account, it is the unit’s responsibility to refund to parents.

The council recommends the unit not refund the parents until the refund request has been approved.

REFUND FORM

Date:	Name of Youth/Adult:				
Pack / Troop (Circle one)	Unit Number				
Activity					
Camp Session/Date					
Amount Requested					
Reason for Cancellation:	BE SPECIFIC. REFUNDS WILL NOT BE APPROVED FOR THOSE WHO PUT A GENERIC ANSWER, JUST CHANGED THEIR MIND & DID NOT ATTEND CAMP/ACTIVITY, DID NOT ATTEND BECAUSE OF RAIN OR WEATHER CONDITIONS THAT DID NOT PREVENT THE EVENT FROM BEING HELD.				
Unit Leader Name					
Unit Leader Address					
Unit Leader City	State		Zip		
Email	Phone Number				
Signature					
FOR OFFICE USE ONLY					
Amount Approved		Staff Advisor Signature		Date	

Return to: Ozark Trails Council, Scouting America
 1616 S Eastgate
 Springfield, MO 65809
 417.883.1636