

REBUS CLUB OF HIBISCUS COAST- TRIPS/EVENTS REFUNDS POLICY

(adopted by Committee Resolution 29 March 2016)

Refunds of Trips or Events payments can be considered in the following circumstances:

a) If an unexpected medical event directly relating to the member or his spouse should occur and which, in the sole judgment of the committee was sufficient reason for non-attendance at a pre-paid (or promise to pay) trip, then that portion of the trip costs which relate to luncheons or events admission for which the Club is not charged on the day as result of the member's non-attendance, can be refunded. No application shall be considered by the Committee unless it is put in writing and offers an adequate explanation for the refund request.

(A form for that purpose shall be provided by the Club and must be fully completed by the member).

b) Any other *extraordinary* reason which, in the Committee's sole judgment justifies the refund from a cancelled trip but limited to those non-charged components in a) above. An application under this section must also be put in writing.

-----0-----

Note 1. Under no circumstances will refunds be considered arising from any reasons other than in a) and b) above. Simply "forgetting" is not an acceptable reason for a refund of any kind — regardless of whether the Club is not charged for any trip component resulting from the member's non-attendance.

Note 2. Where a cancelled booking was for a member and his spouse and qualifies for a refund under a) or b) above, the refund shall be calculated on the qualifying portions of the total payment made for two persons.

Note 3. Applications for refunds should be made within 2 weeks of the trip/event date and within the same accounting year which ends 31 December.

Note 4 Upon a unanimous Motion by Committee, decisions in respect to any applications for refunds can be delegated by the Committee to the President of the day in conjunctions with the Trips Convenor of the day and any payment approved by them shall be ratified at the next Committee meeting. Failing such unanimity to delegate, all decisions for refunds shall be made by the full committee.

(Your committee made such a delegation on the 26 March 2016 for the 2016-2017 Probus year)

TRIPS - REFUND APPLICATION REQUEST FORM

Members Name & Address
(Please Print,)

Date ____/____/____

The Trips Convenor,
Rebus Club of Hibiscus Coast,
P.O. Box 541,
WHANGAPARAOA

REQUEST FOR A REFUND OF TRIP/EVENT FEES

Having paid or promised to pay the sum of \$_____ to the Club, being

the cost of the Trip/Event which took place on the ____/____/____

I am requesting the Committee to consider a refund of \$_____ through my/our inability to attend as result of the following unexpected circumstances:

Please refund (or waive my liability to pay) by cheque to my above address.

Yours sincerely,

.....Signed. ____/____/____ Date

For Committee

Approved/Declined _____

President _____ *Trips Convenor* _____

Refunded? _____ *Cheque No* _____ *Code* _____

Trips Convenor _____ *Signed Date* ____/____/____

Revised Oct 2016