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## 2022 Youth Conference Student Cancellation Policy

For:

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### Cancellation Policy for 2022 Momentum Youth Conference Students

1. \$75 of the initial payment is non-refundable and non-transferable.

2. A full or partial refund [minus \$75 because that is always non-refundable] may be given if a student has to miss attending Momentum due to the following situations:

- medical emergency of the student, military call to duty, or a death in the immediate family, defined as parents, siblings, and grandparents. (if Covid-related - either a copy of a positive test result - or an e-mail confirmation from your Lead Contact must be provided)

Reasons beyond the three reasons listed above are rarely awarded refunds/transfers and are left to the discretion of the Momentum Finance Committee. (While refunds for family scheduling conflicts or athletic scheduling conflicts are not eligible for refunds, these students may consider 'transfer of funds' as listed below).

While an e-mail or phone call to the Momentum office or Registrar communicating a cancellation and/or to inquire about this policy are welcomed, these forms of communication do not qualify as notification, and the Momentum office/Registrar is not accountable for processing the refund request. The individual cancelling is responsible to complete and submit the 'Notice of Cancellation' accompanied by proper documentation (as stated on the form) in order to be considered for a refund. This form is available on [buildmomentum.org/forms](http://buildmomentum.org/forms)

If a refund is approved, it is payable in the same way the initial payment was received. Credit Card accounts are credited the refund amount; checks are sent to those who paid by check.

3. Transfer of Funds: transfer of monies (paid in excess of \$75 since that is always non-refundable/non-transferable) may be requested for students canceling who do not qualify for a refund as outlined above. The monies to transfer can only be applied to a new student's registration account or a sibling of the cancelling student. 'New' is defined as a student who was not registered at the time of filling out the 'Notice of Cancellation Form.'

4. Deadlines:

The 'Notice of Cancellation' form must be received by midnight July 18, 2022 for any consideration of refund/transfer of monies.

No refund or transfer of any monies will be issued if participant cancels/leaves after the start date of Momentum (July 19, 2022).

I have read the 2022 Momentum Youth Conference Cancellation Policy and agree to its terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_