



Refund Request Form

Unless otherwise published for a particular event, the **standard** council refund policy is shown below. Note that a portion of the fee paid will be withheld to cover costs of supplies and other expenses for the event.

- Fees for most district and council activities are **transferable** to other Scouts within the unit that are not already registered for the same activity. There is no penalty for this option.
- Shirts and other added items are not refundable if those items have already been ordered, but will be available for later pickup. Partial refunds of **program and meal fees** will be given as follows:
 - Requests made at least fourteen days prior to the start of the event: 90% refund
 - Requests made 3-13 days prior to the start of the event: 80% refund
 - Requests made less than 3 days prior, and no later than seven days after, the start of the event: 80% refund **ONLY due to one of the following circumstances:** sickness or injury (requires physician's note), death in immediate family, or relocation outside the council's borders (with supporting documentation).
- If approved, the refundable amount will be returned using the original method of payment if possible, or via check if not.
- There will be no refunds under \$10.00.
- If an event is cancelled by the district or council, a full refund will be provided.

Name(s) _____ Date of Request _____

District _____ Unit Type & # _____ Fee Paid \$ _____ Registration # _____

Activity _____ Date(s) _____

Phone: _____ Email: _____

Requestor's Signature: _____

Mail to: Refund Request, Central Florida Council, 1951 S. Orange Blossom Trail, Apopka, FL 32703

Or Fax to: (407) 889-4406, Attention Refund Request

Or Email to: Pam.Falconer@cflscouting.org

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Date Received _____ Date Reviewed _____ Accepted _____ Denied _____

Authorized by _____ Refund % _____

Explanation (if denied) _____

Amt refunded \$ _____ Date posted _____ Request Completed By _____

