

Refund Policy

Adopted October 24, 2011

Statement

The Great Lakes Council provides council camp programs, trainings, high adventures opportunities and district programs to all Scouts and leaders in its service area. Fees are required to be paid in advance for most activities to allow for proper planning and to ensure the best service to all of its members. Some programs require payments, based on attendance estimates provided by units, of fees to a third party by Great Lakes Council. Units are encouraged to provide the most accurate attendance figures possible to reduce the amount of forfeited fees.

Boy Scout Summer Camp Fees:

Troops may receive a refund of Boy Scout summer camp fees paid, minus a \$25 administrative fee **and** minus the \$25 per boy deposit fee, if a request has been received, in writing at Great Lakes Council office, prior to May 25, 2012 at council. If the pre-camp attendance roster reported to council with the first payment is greater than actual attendance at a Great Lakes Council summer camp, the \$25 per boy non-refundable deposit fee will be deducted from any potential refund due the troop. There will be no partial week refunds issued at any time. Council reserves the right to issue refunds to the troop only, or to reduce the total fees paid to council for any refund paid directly to a scout. **NO REFUND AFTER MAY 25, 2012 - DEPOSITS ARE NOT REFUNDABLE AT ANY TIME.**

Family/Cub Scout/Webelos Resident Camp Fees:

Families or packs may receive a refund of fees paid, minus a \$25 administrative **and** minus the \$25 per boy deposit fee, if a request has been received in writing prior to June 1, 2012 at Great Lakes Council office. **NO REFUND AFTER JUNE 1, 2012**

Year Round Camp:

In the event a year round reservation needs to be cancelled, a refund of fees paid minus a \$25 administration fee **and** minus deposit fee, will be made if the request is received in writing at Great Lakes Council at least 45 days prior to the date of the reservation. Refunds can be in the form of a check or the fees paid may be transferred to a similar or upgraded facility on an available date, if the request is submitted in writing at least 45 days prior to original date of reservation. **NO REFUNDS OR CHANGES WILL BE ALLOWED IF MADE LESS THAN 45 DAYS PRIOR TO RESERVATION DATE.** In addition, the unit will be responsible for the **FULL RENTAL FEE** of the cancelled reservation, unless the cabin/tent site/other is rented by a different unit prior to reservation date.

Cub Scout Day Camp

Refunds, minus a 15% administrative fee, will be made if a request, in writing, is submitted to Great Lakes Council prior to June 1, 2012. If payments have been made to a third party (ie. Zoo/park/materials) by council, the refund will be reduced by that amount in addition to the administrative fee. **NO REFUND FOR CANCELLATIONS AFTER JUNE 1, 2012.**

Activities & Trainings

District and council activities or training events may allow a refund of fees paid, minus a 15% administrative fee, to be issued if a request is received in writing at council 30 days or more before the scheduled event. If payments have been

made to a third party (ie. Zoo/park/materials) by council, the refund will be reduced by that amount in addition to the administrative fee. **NO REFUND FOR CANCELLATIONS OF LESS THAN 30 DAYS.**

High Adventure

Philmont, Sea Base and Jamboree contingents are required to make period payments to council which are then transmitted to the appropriate departments within the National Council of the Boy Scouts of America. Once a scout or leader has been accepted to participate in one of these high adventure programs, they are required to pay in full unless a replacement participant can be found. In no case will a refund be issued by council until the replacement participant has paid in full. The refund to the original participant will be reduced by the \$25 administrative fee and the non-refundable deposit.

Deposits

DEPOSITS ARE NON-REFUNDABLE. This includes troop site fees for summer camp, per boy summer/resident camp deposits, participant high adventure deposits, and year round camping deposits.

Late Fees

The Great Lakes Council and all approved event committees have the option to set late fees or discounts for any event. Late fees or discount fees will be announced with the initial posting for that event. **LATE FEES ARE NON-REFUNDABLE.**

Waiting Lists

At times the council maintains a waiting list for those events with limited capacity. If the participant is not selected to attend the event, all fees collected from that person will be refunded at 100%, including deposits paid.

Cancellation by Council

If Great Lakes Council, its districts or the National Boy Scouts of America cancels an event, the council will issue a full refund at 100%, including deposits paid. In addition, if an event is rescheduled or postponed by council and the participant is unable to attend the make-up date, a full refund at 100% will be issued.

Extenuating Circumstances

While it is the intention of Great Lakes Council to provide the best programming possible by planning to accommodate all participants, it is not the intention to penalize participants who must cancel due to extenuating circumstances. This might include death in family, relocation, or illness/injury with a physician's note. The refund request should be submitted to council as soon as possible. Requests must be received no later than thirty (30) days after the event to be considered for a refund.

This policy will remain in effect unless a written revision is approved by the Great Lakes Council and then posted to its website. The Great Lakes Council has the final authority in determining the correct refund based on this printed policy.

REFUND REQUEST FORM

Adopted October 24, 2011

****DEPOSITS ARE NON-REFUNDABLE****

Adult/Scout's Name _____ **Date:** _____

Unit- Pack - Troop - Crew # _____ **Council:** _____ **District:** _____

Event/Camp Information:

Event/Camp Name: _____

Event/Camp Date: _____ Event/Camp Location: _____

Coordinator's name: _____ (if applicable)

Coordinator's phone number: _____ (if applicable)

Amount paid to GLC: _____ **Date paid:** _____ **Receipt #:** _____

Reason for refund request:

Upon verification of information, a check, net of non-refundable amounts, will be issued to the following person/unit.

Please note that if payment was made to GLC by a unit on behalf of an individual, the refund will be issued to the unit, not the individual.

Unit – Pack - Troop – Crew- # _____ OR Participant name _____

Address: _____

Parent/Guardian Signature & Date

Unit Leader Signature & Date

Submit to: Great Lakes Council, 1776 W Warren Ave, Detroit, MI 48208

Phone: 313.897-1965

Fax: 313.897.7715 OR

Email: 272camping@scouting.org

OFFICE USE ONLY	
Fees Paid	\$ _____
NON-refundable deposit	\$ _____
NON-refundable fees	\$ _____
Administrative fee	\$ _____
Refund Allowed	\$ _____