

**VAIL CLUB 50
POLICY AND PROCEDURES**

POLICY TITLE: Event Payments, Cancellations and Refunds

AUTHORITY: Vail Club 50 Bylaws, Article II, Section 5

POLICY NUMBER: 1

ADOPTED BY VC50 BOD: November 4, 2015

EFFECTIVE DATE: November 5, 2015

POLICY

1. Payment

- a. Payment for an advertised event can be made online using the VC50 web-based registration system that allows payment via a vendor-based payment system (e.g. PayPal), by credit card or a personal check mailed to the club address using the VC50 web-based registration system.
- b. VC50 members pay the published member-cost up to the published payment deadline date for the event. If registrations are accepted after that date, the member shall pay the full published guest cost.

2. Cancellation by VC50 and Refund

- a. An event cancelled by VC50 for any reason will be cause for refund to each event registrant.
- b. Any bank or online service fees incurred by VC50 for refund credit or payment reversal fee will be covered by VC50 and not passed through to the registrant.

3. Cancellation by Registrant and Refund

- a. A cancellation initiated by a registrant (member or guest) for any reason prior to the deadline payment date will be refunded at the published event rate minus any bank or online service fee incurred by VC50 for such action.
- b. A cancellation initiated by the registrant (member or guest) for any reason after the deadline payment date will not be refunded unless there is a waiting list and the cancelling party can be replaced by a waitlist party. In this situation, the cancelling party will be refunded at the published event rate minus any bank or online service fee incurred by VC50.
- c. A cancellation initiated by the registrant (member or guest) for any reason after the deadline payment date when no waitlist exists will not be refunded by VC50. However, the cancelling party may find their own replacements whereby exchange of cost of event would occur between those two parties without involvement of VC50 in the exchange of dollars.