

Refund Policy for Programs- PMCC - (revised Jan. 2018)

1.PROGRAMS

Program Fee

- Course fees must be paid in full when you register.
- **Camps:** If registering for more than one week of camp, payment for the 1st week of camp must be taken at the time of registration. Subsequent camp payments will be set up on an automatic withdrawal payment plan. Payments will be processed 7 days prior to the start date of each camp.
- All of the listed prices in our guide include taxes.
- A fee of \$25 will be charged for all dishonored cheques or credit card payments.

Program Refund/Cancellation Policy:

- **Cancellation –less than 7 days notice:** For any programs over \$25, a fee of \$25 will be charged when withdrawal from a program
- **Cancellation – less than 7 days notice:** For any programs \$25 or less, the cost of one session will be deducted. For example, aftercare is \$25 for the week, therefore the charge would be \$5.
- **One Time Events:** Must cancel within one week prior to the event to receive a refund.
- **Missed classes:** No refunds will be granted for classes missed on the initiative of the student/parent.
- Any refund/withdrawal request for recreation services or activities once the program has begun will be pro-rated for remaining classes and an administrative fee of \$25 will be charged.
- Any program cancellations initiated by PMCC will be provided a full refund.

2.RENTALS:

One Time Rental Fees:

- Rental Fee: - Due in full one month prior to your function
- A security/damage deposit is due upon booking and is in addition to your rental payment. The security/damage deposit will be mailed to you within two weeks following your function and is subject to penalties for excessive cleaning requirements, loss or overtime charges, and damages.
- If your booking takes place less than one month prior to function date; both the damage deposit and rental fee are due upon booking and must be paid, in full, by credit card or cash.
- **Cancellation:** Should you cancel the rental & we are unable to rebook the facility your security/damage deposit will be forfeited. If we are able to rebook, we will refund your security/damage deposit less an admin charge of \$25.
- A fee of \$25 will be charged for all dishonored cheques or credit card payments.
- Any program cancellations initiated by PMCC will be provided a full refund.

Rental Refund Policy:

- If you should cancel the rental and the Society is unable to rebook the facility, your security/damage deposit will be forfeited. If we are able to rebook the facility, we will refund you the security/damage deposit less an administrative charge of \$25.
- **Birthday Parties:** To get a full refund, you must give 2 weeks notice prior to the day of your party. If less than 2 weeks is given, there will be a \$25 service charge.

Ongoing User Rentals – Refund Policy:

- Cancellation of one or more dates will not be refunded if notice is received less than two weeks prior to the date(s) in question. Re-scheduling of a certain date will be subject to space availability, and will also be subject to a penalty if space is not available and notice is received less than two weeks before the dates canceled. Any credit owing to you will be reflected on your next billing.