



In all programs offered by the Central New Jersey Council, a great deal of planning and purchasing is done well in advance. These plans include, but are not limited to, staff, food, program materials, patches and awards, rental and purchase of equipment, and in some cases, items of clothing such as T-shirts that are given as part of a program fee.

Participants are, therefore, expected to make a financial commitment to attend.

If registration for the activity, training, or program was made by the unit, then the request for the cancellation / refund must come from the unit. If the registration was made by an individual, then the request must come from that individual.

- There are no refunds for any activity, training, or program whose individual fee is \$10 or less. (Example: If the fee per participant is \$10 and a unit submits payment for five participants, there would be no refund available.)
- For individual fees greater than \$10, 80% will be refunded if received 2 weeks prior to the date of the activity, training, or program.
 - Requests due to a medical or family emergency must be submitted to the Council Office within 30 days of the completion of the event. (Documentation of the emergency would have to be provided.)
- Refunds will not be issued until after the activity, training, or program has been completed.
- All cancellation / refund requests **MUST** be made in writing, be submitted to the Office Manager, and state the reason for the cancellation (e-mail communication is acceptable).