



PAYMENT AND REFUND POLICY FOR RECREATIONAL SUMMER PROGRAMS

Summer Camp

Payment of fees:

We will confirm your registration once the completed form (including receipt of proof of swim requirement) and full payment have been received. Confirmation of your place in a program is dependent on space availability at the time that your registration has been completed.

Payment can be made via e-transfer to: treasurer@rhcc.on.ca (password will be provided) or by mailing a cheque to: Richmond Hill Canoe Club, PO Box 2054 Station B, Richmond Hill, ON, L4E 1A3

Refund Policy:

All cancellation/refund requests must be made in writing to summercamp@rhcc.on.ca. Refund requests will take up to 2 weeks.

For cancellations received 1-7 prior to the start of camp or once the camp has started: NO REFUND will be issued.

For cancellations received 8-14 days prior to the start of camp, a refund of 50% will be issued.

For all other cancellations, a refund will be issued less a \$50 administration fee.

Requests to transfer to an alternative week of camp will be honoured if there is space in the replacement week. A \$25 fee will be charged for transfer requests received with less than 7 days' notice.

More than 2 weeks prior to camp start	8-14 days Prior	1-7 days Prior	Camp week
Refund less \$50 administrative fee	50% REFUND	NO REFUND	NO REFUND

Adult Introduction to Canoe-Kayak:

Payment of fees:

We will confirm your registration once the completed registration form and full payment have been received. Confirmation of your place in a program is dependent on space availability at the time that your registration has been completed.

Payment can be made by e-transfer via e-transfer treasurer@rhcc.on.ca (password will be provided) or by mailing a cheque to: Richmond Hill Canoe Club, PO Box 2054 Station B, Richmond Hill, ON, L4E 1A3

Refund Policy:

All cancellation/refund requests must be made in writing to adultintro@rhcc.on.ca. Refund requests will take up to 2 weeks to process.

For cancellations received within 7 days prior to the start of the program or once the program has started: NO REFUND will be issued.

For cancellations received 8-14 days before the start of the program, a refund of 50% will be issued.

For all other cancellations, a refund will be issued less a \$50 administration fee.

Requests to transfer to an alternative program session will be honoured if there is space. A \$25 fee will be charged for transfer requests received with less than 7 days' notice.

More than 2 weeks prior to program start	8-14 days Prior	1-7 days Prior	During program
Refund less \$50 administrative fee	50% REFUND	NO REFUND	NO REFUND

Novice Masters:

Payment of fees:

We will confirm your registration once the completed registration form and full payment have been received. Confirmation of your place in a program is dependent on space availability at the time that your registration has been completed.

Payment can be made by e-transfer via e-transfer treasurer@rhcc.on.ca (password will be provided) or by mailing a cheque to: Richmond Hill Canoe Club, PO Box 2054 Station B, Richmond Hill, ON, L4E 1A3

Refund Policy:

All cancellation/refund requests must be made in writing to novicemasters@rhcc.on.ca. Refund requests will take up to 2 weeks to process.

For cancellations received within 7 days prior to the start of the program or once the program has started: NO REFUND will be issued.

For cancellations received 8-14 days before the start of the program, a refund of 50% will be issued.

For all other cancellations, a refund will be issued less a \$50 administration fee.

Requests to transfer to an alternative program session will be honoured if there is space. A \$25 fee will be charged for transfer requests received with less than 7 days' notice.

More than 2 weeks prior to program start	8-14 days Prior	1-7 days Prior	During program
Refund less \$50 administrative fee	50% REFUND	NO REFUND	NO REFUND