**REFUND POLICY**

 Refund Policy for events sponsored by the Alabama-Northwest Florida Region: 100% refund for emergencies, provided that notification is received prior to the beginning of the event; 50% refund for emergencies in which notification (written) is made after the beginning of the event; 100% for non-emergencies if requested in writing at least seven days prior to the first day of the event; No refunds will be given for non-emergency cancellations after seven days prior to the beginning of the event. Written requests for refunds must be received by the Regional Office, 861 Highway 52, Helena, AL 35080 (email <alnwfl@aol.com.), within seven days of the last day of the event.

 While refunds are not available other than as outlined in this policy, substitutions will be allowed as long as the original registrant, or responsible adult, is able to locate an eligible participant who is able to take the slot and as long as the original registrant, or responsible adult, communicates this information to the Regional Office. The Region will not be responsible in assisting in identifying a substitute. Notification should be provided to the Regional Office as soon as possible and any substitute must complete the necessary paperwork prior to arrival at the event.

Approved by the Regional Board, February 20, 2010

**ADDENDUM**

Non-registered persons are NOT eligible to take the place of persons who have already registered unless they communicate the exchange with the Regional Office at least 5 days prior to the start of the event. A late fee will be assessed as required by the Fee Schedule.

Approved by the Regional Board, February 24, 2018