Down Payment:

All students accepting a Co-Leader position or Participant position on a trip are required to make a $100 down payment towards their ABE trip. All students accepting a Co-Leader position or Participant position on a trip will be added to the group roster and the $100 down payment will not be refunded.

Trips Requiring Airline Flights:

Once all Participants have been selected for a trip that requires the purchase of an airfare, each member must pay a 50% estimated flight cost NON-REFUNDABLE airline deposit. This amount will be determined by the ABE staff and all Participants will be notified of the amount due by their Co-Leaders. After all participants have paid the deposit, ABE will purchase flights. Once purchased, **airline tickets are non-refundable and each participant is responsible for the cost of his/her ticket.** This means that each student must pay the full cost of the airline ticket after having agreed to participate even if he/she does not actually take the trip. Please note that in extreme situations, the exceptions to refund policy below may apply.

If it is possible to change tickets through the airline, the participant may petition the ABE Coordinator in writing to have another student join the trip in his/her place. Should this happen, part of the non-refundable airline deposit will be used to pay the ticket name-change fee and the new Participant will be responsible for the full flight cost. The original Participant’s $100 down payment remains non-refundable.

Exceptions to Refund Policy:

In the event that an extreme circumstance prevents a student from participating in his/her ABE trip, the ABE Coordinator, Assistant Director of CSB Campus Ministry, Carley Castellanos (ccastellanos@csbsju.edu) must be notified in writing as soon as possible. Exceptions to the Refund Policy are made at the discretion of the ABE Coordinator and the ABE staff.

Fundraised money:

Fundraising money is non-refundable. In the case that a participant over fundraises or can no longer go on the trip, the participant may choose to donate fundraised money to a site location or to the ABE scholarship fund to assist another student who may need financial help.