

## Fall 2011-Spring 2012 Refund Policy

### Down Payment:

All students turning in an application are required to make a \$40 down payment towards their ABE trip. This is refundable up until the point at which the applicant agrees to participate on a particular trip. When an applicant signs up for a trip and accepts the Co-Leader's invitation to join the trip, s/he will be added to the group roster and the \$40 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 \$40 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, Carley Braegelmann ([cbraegelmann@csbsju.edu](mailto:cbraegelmann@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.