



Jersey Shore Council Refund Policy

In all programs offered by Jersey Shore Council, BSA, a great deal of planning and purchasing take place well in advance. These plans may include, but are not limited to: staff, food, program materials, patches and awards, rental and purchase of equipment. In some cases, these can also include items of clothing such as t-shirts. Volunteer and staff time is also allocated based on the size of the event and changes in registration requiring additional time to prepare.

When an individual or group make a reservation for an activity of program, these items are included in ordering of material and staffing for that event.

Refunds for all Jersey Shore Council Activities and Events will be provided as follows:

- All refunds require a written notice which includes contact information, reason for refund and copy of original event receipt.
- Requests received at least 15 days before an event will result in a return of 75% of the total registration fee in order to cover administration costs.
- Requests received within 15 days of the start of the event will only be considered for medical and other emergencies.
- The appropriate Vice President for the Council will be responsible to evaluate Emergency Exceptions.
- Large event (ie: National Jamboree) may have different procedures which will be noted in their registration packets.

Send all requests to Jersey Shore Council | 1518 Ridgeway Road | Toms River, NJ 08755

Refund Request Form

Name: _____ Phone: _____

Address: _____

E-mail address: _____

For which event are you requesting a refund? _____ Amount: \$ _____

Reason for refund: _____

Documentation attached: YES or NO

**Please note all requests must have original receipt attached.*

COUNCIL USE ONLY

Account to be charged: _____ Date Processed: _____

Requested by: _____ Approved by: _____