

## Cancellation Policy

In the event that you cannot attend a trip or event and need to cancel, please keep in mind the following:

- Deposits are always non-refundable and non-transferable.
- Final payment will be due and your credit card will be charged 45 days before departure. It will be considered non-refundable and non-transferable at this time.

**Exceptions:** You may transfer your spot to another immediate family member only; *who's not already registered*. If we can fill your spot from our waiting list, you have two options:

- We can send you a refund check in the mail for the remaining amount after the deposit.
- You may contribute your refund towards the *Scholarship Fund*
- If there is no waiting list, there is no possibility of any type of refund.
- For day trips or events, which didn't require a deposit, all payments are considered final and non-refundable & non-transferable unless there is a waiting list.

**Mission Trips:** In the event that you cannot attend a Mission Trip and need to cancel, please keep in mind the following:

- Mission Trip Balances will be charged 14 days before departure. It will be considered non-refundable and non-transferable at this time.
- In the event that your trip includes airfare, bus tickets, or any other related trip expense that our church must allocate funds for earlier than 14 days from departure, then you will be held responsible for that cost, no matter when you cancel.

If you have any questions regarding our *Cancellation Policy* please contact Haley Downey at [hdowney@gracefellowshipchurch.org](mailto:hdowney@gracefellowshipchurch.org)