



REFUND POLICY FOR TOURS

January 2017

Purpose: To enable Cooperative for Education to efficiently and effectively manage expenses related to our tour program, we must have a fair refund policy for tour participants. That policy is listed below:

- Cancel 31 days or more before the first scheduled day of the tour and payment can be applied to a later tour or a full refund, minus non-refundable deposit of \$350, can be issued.
- Cancel between 30 and 14 days before the tour: 75% of the full tour price can be refunded, minus the non-refundable \$350 deposit.
- Cancel between 13 and 8 days before the tour: 50% of the full tour price can be refunded, minus the non-refundable \$350 deposit.
- Cancel 7 days or fewer before the tour: NO refund, but payment may be applied to a later tour.

Example: Full cost of tour is \$1750. Participant cancels January 30th for a tour that begins on Feb. 15th. Refund equals $\$1750 - \$350 = \$1400 \times 75\% = \1050