

Refund Request Form**All refund requests must be submitted to the Program Director or Scout Service Center.**

- Please attach a copy of your receipt with refund request.
- Please print all information. **ALL blanks must be completed.** Incomplete forms will be returned for completion.
- Refunds are reviewed by the appropriate Council Staff and take 2-4 weeks to process.
- Only refunds received in the Scout Service Center, **30 days prior to the event**, will be considered for a full refund.
- A Scout or unit leader may request a refund after an event under the following conditions: **serious illness or serious accidents** of the Scout or emergencies preventing the Scout's attendance at the event, **a doctor's note is required.** The request must be submitted no later than 30 days after event and will be reviewed by the appropriate Council Staff.
- Event fees are non-refundable for homesickness, scheduling conflicts (sporting events, music camp, family vacation, etc.) or weather conditions. No refunds will be issued for early departures from camp.

Attendee Name: _____ Pack/Troop/Crew/Ship: _____ Council: _____

Attendee Address: _____ City/State/Zip: _____

Attendee Phone: _____ Attendee is: Youth Adult (Circle one)

Event Registered to attend: (write below)

Dates attended event (if any): _____ Fees paid: \$ _____

Describe reason for refund request: *(See above for refund conditions, please be as specific as possible and provide the required documents if needed).***Select method of refund:**

_____ Deposit refund into unit account at Scout Service Center

_____ Check (If payment was by unit check, the refund will be issued to the unit.)

Person requesting refund (print name): _____

Signature: _____ Date: _____ Phone: _____

Unit Leader Name: _____ Phone: _____

Unit Leader e-mail address: _____

Office use only: Date Received in Service Center: _____ by _____ (staff name)

Amount approved \$ _____ date _____ by _____

Refund processed on date: _____