
Langenburg's Policy and Procedure Handbook

Policy Title: Refund Policy

Category: Summer Program

Ownership: LCDB

Date Approved: May 1 2019

Effective Date: June 1, 2019

Date of Last Amendment:

Policy Statement: Refund requests must be submitted a minimum of one week (7 days) prior to the week being cancelled in order to receive a refund.

Special conditions may apply and will be reviewed on a case by case scenario. Examples of this may include a long term illness or injury that has occurred.

Refunds will not be given if a child becomes sick.

Purpose: The purpose of this policy is to ensure a consistent method of refunding payments while minimizing loss of revenue for participant spots in the Summer Dayz program.

Procedure:

Requests are to be submitted to the Summer Programmers through email:

langsummerdayzcamp@gmail.com

Please include child's name and the date you are cancelling.