

Nevada Recreation & Parks Society (NRPS)

Effective date: August 1, 2019

Subject: Refund policy

Purpose

NRPS has established a policy for when refunds will be issued. This policy helps NRPS recoup the fees that are charged by the programs we use.

Policy

It is the policy of NRPS that refunds will incur a processing fee. The processing fee of \$5.00 per refund will be subtracted from all transactions.

- Refunds must be request 5 days in advance of event except for Conference.
- Refunds for Conference must be requested 30 days in advance of the event.
- Refunds for Medical Reasons will be done case by case.
- Refunds can only be approved after the deadlines by Presidents and Vice Presidents.

Approve: _____

Date: _____

Katharine Kelly-Ballinger

NRPS President