



CAMPA POLICY FOR MUSIC TOUR REFUNDS

CAMPA is a non-profit organization and as such, is financially unable to undertake projects like music tours without early indication of attendance commitments from students and their families. These early estimates allow for cost-effective planning, including preparing budgets and making deposits which put CAMPA at risk of financial loss.

CAMPA recognizes that unforeseen circumstances may alter initial plans for a student to attend a trip. The Music Tour Refund policy is designed to ensure fairness and consistency of treatment for student families, Music Program teachers, and CAMPA.

Policy:

Students are required to be in good standing in order to participate in Music Program tours. Requirements for good standing are outlined in the School Handbook Extra-Curricular Activities Policy, Music Program course outlines, and (for Senior Tour), the Participation Contract. They include successful attendance, academic performance, commitment, and behaviour as well as compliance with established deadlines for returning permission forms, deposits, and all remaining tour-related payments and other documentation as required.

Should a student not attend the tour, either by voluntary withdrawal or involuntarily as a result of not remaining in good standing, the following chart indicates refund treatment. Note that tour deposit amounts are carefully established each year in order to ensure a fair estimate of CAMPA's financial risk incurred due to a change in individual attendance.

Permission Form/ Deposit Deadline Passed?	Deposit Payment Made? (A)	Additional Payment(s) Made? (B)	Additional Payment(s) Deadline Passed?	Withdrawal within 1 month of Tour Date?	Refund Amount*
No	Yes	No	No	No	A
No	Yes	Yes	No	No	A and B
Yes	Yes	No	No	No	none
Yes	Yes	Yes	No	No	B
Yes	Yes	Yes	Yes	No	B
Yes	Yes	Yes	Yes	Yes	Partial B**

* If payment is by TRP points, refunds are returned to the family's TRP account.

** If withdrawal occurs *within one month of the tour date*, amount of additional payment refund to be determined based on costs incurred.

Note: Consideration is given for exceptional circumstances, such as unforeseen significant illness, or death in the family, in which event a decision is made by the CAMPA Board Executive, with input from Music Program teachers.

Refund Procedure:

- Students/family members must notify the Music Program teacher as soon as possible regarding a circumstance preventing their music tour attendance, and the teacher will then advise CAMPA. If notification of withdrawal is provided directly to CAMPA from the parent/student, CAMPA will advise the Music Program teachers as soon as possible and await their response regarding any extenuating circumstances.
- The CAMPA Executive will review the situation to determine the appropriate outcome, further consulting with the teachers and confirming whether the student/parent are fully aware of all circumstances. The decision will be made by the Executive and communicated to the teachers prior to notifying the family and/or processing the refund (if applicable).
- The Executive and teachers will determine who will communicate to the family, and once this has been completed, the CAMPA Treasurer will make arrangements to process the refund.