
 Zion Benton Youth Football, Inc. Policy & Procedure	Approved By:  Board of Directors (Initialed by President)	Policy #03-06
		Effective Date: March 3, 2003
Subject:	Refund Policy	Revised Date:

I. Purpose

Providing a guideline in determining refunds for the participants of the Zion Benton Youth Football, Inc. (herinafter referred to as ZBYFL)

II. Refund Procedure

- The parent/guardian shall complete a Refund Request Form and turn in to the President, Vice President or Treasurer of the ZBYFL Board of Directors or send the Request Form via US Mail.
 - If the request is within the guidelines listed below, the Board will issue a refund check at the next scheduled Board Meeting with no further discussion.
 - If the request is not within the guidelines below and extenuating circumstances exist, the Board of Directors will discuss and make a ruling by majority vote at the next scheduled Board Meeting.

III. Guideline

- If the Request is received by the ZBYFL **before the first scheduled practice/evaluation**, 100% of the money paid will be paid after \$25.00 Administrative Fee is deducted.
- If the Request is received by the ZBYFL **between the first scheduled practice/evaluation and before the issuance of equipment**, 50% of the money paid will be refunded after \$25.00 Administrative Fee is deducted.
- If the Request is received by the ZBYFL **after equipment has been issued, NO MONEY WILL BE REFUNDED. Except the \$25.00 Equipment deposit after equipment is returned.**
- The ZBYFL Board of Directors will review request providing extenuating circumstances.

IV. Appeal Process

- The appeal process can be utilized **ONLY** if the Board of Directors reviewed the request. It cannot be used if the request falls into preset guidelines above.
- The appeal process can only be utilized one time per season.
- Appeal must be in writing and received by the President or postmarked within 72 hours of notification.
- The Appeal will be placed on the Agenda of the next scheduled meeting of the Board of Directors.
- The hearing will consist of discussion from parent/guardian **ONLY**.
- A final ballot vote will be taken and the President will read the verdict immediately.
- The decision by the Board of Director at this meeting will be final.