



Manitoba 4-H Council Inc.
658 Unit A 10th Street
Brandon MB R7A 4G5

MANITOBA 4-H COUNCIL CANCELLATION POLICY FOR MEMBER TRAVEL & CONFERENCES

Registered Delegate

To qualify as a registered **member** delegate for an opportunity;

- A registration fee must be received by the Manitoba 4-H Council office by the date specified for all opportunities.

Failure to submit the registration fee on or before the required date automatically removes the selected delegate's name from the list and the alternate will be given the opportunity to become a registered delegate.

Registered Delegate Cancellation

FOR TRIPS INVOLVING AIRLINE RESERVATIONS:

If travel has been booked, 4-H Manitoba will enforce the following:

- Cancellation where 4-H Canada/Manitoba receives a full credit or refund for the cost of the flight, the participant is required to submit payment to 4-H Canada/Manitoba for a \$200 cancellation processing fee + applicable taxes.
- Cancellation where 4-H Canada/Manitoba cannot receive a credit or refund for the cost of the flight, the participant is responsible for reimbursing 4-H Canada/Manitoba the full cost of the travel and submitting payment for a \$200 cancellation processing fee + applicable taxes.
- Cancellation where the participant will receive a personal credit from the airline, the participant is responsible for reimbursing 4-H Canada/Manitoba the full cost of the travel and submitting payment for a \$200 cancellation processing fee + applicable taxes.

FOR TRIPS OR CONFERENCES NOT INVOLVING AIRLINE RESERVATIONS:

- Refund of the registration fee will only occur if cancellation is received by the 4-H provincial office 21 days or more before the commencement of the program.
- If a cancellation is made less than 21 days before the commencement of the program the registered delegate will forfeit the registration fee.

Exceptions to the above would be cancellations caused by illness or death in the immediate family, or similar compassionate grounds (approved by the Manitoba 4-H Council Executive) and with confirmation (if requested by 4-H Council) including an official certificate of proof (e.g. a doctor's certificate or a copy of the death certificate/obituary notice in the case of a death).

Policy PS-3-01

Learn To Do By Doing