**Presbyterian Music Camp**

**Registration and Refunds**

This policy was developed as a direct response to the COVID-19 pandemic. However, it is written so that it can be applied to other situations.

The PMC Committee followed several principles in development of the policy:

* We want everyone to be healthy and safe, especially anyone who is at increased risk for disease because of underlying health conditions or age;
* We want to support our PMC community;
* We want to maximize flexibility for decision making for everyone – our committee, our campers, and Camp Tamarack;
* We do not want campers to suffer undue financial or other hardship;
* We want PMC to survive and thrive, spiritually, physically, and financially;
* We want to treat all PMC campers equally.

The PMC Refund Policy reflects the committee’s commitment to Camp Tamarack; if there are not sufficient registrations, PMC may be cancelled at the discretion of the PMC Committee.

Policy

1. Refund of all fees paid, including deposit
   1. Up to June 30, all campers will receive a refund of all fees paid, including the deposit, if PMC is cancelled by the PMC Committee, Camp Tamarack, or a government agency.
   2. Up to June 30, individual campers will receive a refund of all fees paid, including the deposit, if:
      1. the camper becomes sick on or before June 30 and is unable to attend PMC;
      2. the camper is a caregiver for any camper under section 1b(i);
      3. the camper is an immediate family member of any camper under section 1b(i), and is unable to attend PMC because of withdrawal of camper(s) under section 1b;
      4. the camper’s guardian at PMC must withdraw from PMC under section 1b, and an alternate guardian at PMC is not available.
   3. Up to June 30, individual campers will receive a refund of all fees paid, including the deposit, if:
      1. the camper is unable to attend PMC because of financial hardship, and cannot access funds to allow participation in PMC;
      2. the camper is unable to attend PMC because of lack of approved time off from work;
      3. the camper chooses not to attend PMC because of a concern about a communicable disease present in the community where there is evidence that attendance could be a concern.
2. Partial refund of fees paid, less deposit
   1. From July 1 to the beginning of PMC, all campers will receive a refund proportional to the fees paid (including deposit) if PMC is cancelled by the PMC Committee, Camp Tamarack, or a government agency. The exact amount of the refund will depend on the amount refunded to PMC by Camp Tamarack.
   2. From July 1 until PMC begins, individual campers will receive a refund of all fees paid, minus the deposit, if:
      1. the camper must withdraw from PMC for health reasons (either because of an immediate health issue or because of a concern about a possible health issue);
      2. the camper is a caregiver for any camper under section 2a(i);
      3. the camper is an immediate family member of any camper under section 2a(i), and is unable to attend PMC because of withdrawal of campers under section 2a;
      4. the camper’s guardian at PMC must withdraw from PMC under section 2a, and an alternate guardian at PMC is not available.
   3. The PMC Committee reserves the right to modify the approach depending on circumstances.
3. No refund
   1. After PMC begins, campers will not receive a refund if:
      1. a serious communicable disease requires the termination of PMC;
      2. the camper must withdraw from PMC for health reasons;
   2. After PMC has ended, campers will not receive a refund if a camper becomes sick after PMC has ended, even if the illness was contracted during PMC;
   3. There is no refund if the camper does not otherwise meet the criteria for Sections 1 or 2.
   4. The PMC Committee reserves the right to modify the approach depending on circumstances. (Minutes of January 10, 2015 include motion 151001-05, which states “in the event that a camper is not able to stay for the entire camp for special circumstances, the committee will review the case in the first meeting after camp for possible refund.)

Reviewed: ***Presbyterian Music Camp Committee by email April 6, 2020***

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**Convener Secretary**

*Review: To be reviewed not later than April 2025.*