

VSDA FUNCTION REFUND POLICY

Dinner Dance Refund Policy:

- i. *Full refund until 7 days prior to the function after that No Refund*
- ii. *The refund is conditional on a refund being requested in writing to the "Convenor" and the ticket being returned prior to the commencement of the function.*
- iii. *In all cases a \$5:00 administration fee will apply.*

State Convention Refund Policy:

- i. *Refunds will only be considered up to 30 days prior to the Convention after that, no refund will be considered.*
- ii. *Any refund must be requested in writing to the "Registrations Officer".*
- iii. *The Convention Pack is to be returned intact prior to the commencement of the Convention.*
- iv. *In all cases a \$10:00 administration fee will apply.*

National Convention Refund Policy:

- v. *Refunds will only be considered up to 30 days prior to the Convention after that, no refund will be considered.*
- vi. *Any refund must be requested in writing to the "Registrations Officer".*
- vii. *The Convention Pack is to be returned intact Prior to the commencement of the Convention.*
- viii. *In all cases a \$10.00 administration fee will apply.*

In all cases, No refunds will be made until after the completion of the function.

In exceptional circumstances, the relevant sub-committee may consider refund applications outside of these guidelines

These Guidelines were approved by the VSDA in June 2008