

VSDA FUNCTION REFUND POLICY

Dinner Dance Refund Policy:

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

State Convention Refund Policy:

- Refunds will only be considered up to **30 days prior** to the Convention after that, no refund will be considered.
- Any refund must be requested in writing/email to the "Registrations Officer".
- The Convention Pack is to be returned intact prior to the commencement of the Convention.
- 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