

Name of Policy:
Refunds

Policy number: P. 21.1
Effective Date: December 5, 2017
Edit to # P.21

President:___Gail Womack___

Secretary:___Linda Smith___

Purpose:

The purpose of this policy is to establish guidelines for refunds to TCA members for various TCA events

Procedures:

1. Holiday milonga refunds: No refund will be given due to inclement weather unless the event is cancelled. Refunds will only be given with a two week (14 day) cancellation notice. To request a cancellation, a person should contact the TCA Treasurer or Bookkeeper at treasurer@abqtango.org and include his or her name, contact information, and the reason for the cancellation.
 - a. If there are unexpected weather or travel problems for people living outside of Albuquerque, and they are unable to attend the milonga after purchasing a ticket, TCA will consider refunds on a case-by-case basis.
2. Workshop refunds: To request a cancellation for a workshop, a participant must contact the committee chair at workshops@abqtango.org and include his or her name, contact information, and the reason for the cancellation.
 - a. If cancellation occurs one week (7 days) or more prior to the workshop the participant will receive a full refund.
 - b. If the cancellation occurs less than one week (7 days) in advance of a workshop, TCA will not give a refund, but will apply the class fee to a future workshop.