

VERMONT WING REFUND POLICY

Cancellations –

Refunds will generally be based on when the member's request to cancel out of the Encampment is received and the reason. Cancellation requests must be made in writing via email to Cadet Programs at vtcadetprograms@vtwg.cap.gov. All cancellations will be acknowledged in writing once received.

Refunds –

Credit Card/payment and refund processing fees are not refundable.

Refunds based on payment made prior to receiving CEAP or other scholarship assistance will receive a full refund. Requests must be made no later than 30 days after encampment graduation.

Requests made by **June 1**, will receive a full refund.

No refunds will be made after **June 1**. Special cases for emergencies like a death in the family, hospitalization, military deployment or service requirement changes will be considered on a case-by-case basis, but may still not receive a full refund.

Fees collected due to cancellation are not transferable and cannot be carried forward to future encampments, classes, or years.

When requesting a refund, provide a reason for request, proof of payment such as the PayPal email receipt, name of member, CAP ID number, payee name, address, and phone number. If the request is due to CEAP funds, provide a copy of the award email.

Failure to Pay

Any member failing to provide fee payment by the deadline may forfeit their encampment slot. Extensions to the payment deadline may be granted by the encampment commander for extenuating circumstances. These requests must be sent directly to the encampment commander for approval. Any member with outstanding fees will be prohibited from attending any other wing, region, or national activity until payment is made. Additionally, administrative action may be taken against the member.