

SCOUTS CANADA REFUND REQUEST FORM

The following information must be completed by the Group Commissioner, Group Registrar or Group Treasurer. Subject to approval, the Group may be refunded the registration fee within 10 business days of receipt of the form but may vary depending on the time of year. Please ensure you complete all the required information to ensure a timely refund.

FOR MORE INFORMATION, PLEASE CONTACT YOUR LOCAL COUNCIL OFFICE OR SERVICE CENTRE

Council _____ Group: _____

Section: _____

Requestor name: _____

Requestor role: _____ Requestor e-mail address _____

Name of participant: _____ Membership number: _____

Original registration date: _____ Original payment date: _____

Date of first meeting: _____ Date of last meeting attended: _____
(dd/mm/yy) (dd/mm/yy)

WAS A SUBSIDY REQUESTED FOR THIS MEMBER?

Yes No

Please indicate the subsidy type requested and the amount. Please check all that apply.

- No One Left Behind - Participation
- No One Left Behind - Membership
- Council subsidy
- Total amount of subsidy requested: _____

WERE THERE OTHER COUNCIL DISCOUNTS PROVIDED? EG. 3RD YOUTH IN A FAMILY DISCOUNT?

Yes No

If yes, please indicate the amount of the Council discount. _____

HOW WAS THIS PARTICIPANT REGISTERED?

On-line self-registration In-person registration

For on-line self-registration, please provide the name of the payer. _____

Please provide the on-line self-registration invoice number. _____

HAS YOUR GROUP SUBMITTED THE BATCH PAYMENT FOR THE IN-PERSON REGISTRATION TO THE COUNCIL OFFICE YET?

Yes No



Please provide the approximate date that payment was submitted to the Council office. _____

Address refund to be sent to: _____

SEND TO THE ATTENTION OF (PLEASE INDICATE THE GROUP COMMITTEE PERSON TO RECEIVE THE REFUND CHEQUE):

Name: _____

Address _____

City: _____ Province: _____

Postal code: _____

REASON FOR REFUND

Please select all that apply.

- Night of week conflicts with other activities
- decided on another program / activity
- moved to a new home address
- Moved to another Scout group
- Not sure
- Youth never attended meetings or stopped attending
- Youth never paid and never showed and needs to be voided
- Other Please specify: _____

Additional note to Council Office:

