



Community Use of Schools REFUND *and Cancellation* PROCEDURE

1. All processing fees are non-refundable.
2. Groups that wish to change or cancel permit must do so at least 5 business days prior to the permitted date in order to receive a full refund. A permit change fee will be applicable.
3. Groups who cancel permits with less than 5 days' notice will be required to pay 100% of the total permit cost.
4. All community use of schools by permit shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of the District. Rental fees will not apply.
5. If a group is cancelling due to inclement weather please contact Community Use of Schools before 4:30 p.m. Monday to Friday or the On- Call Supervisor for weekend permits (Number listed on weekend permits).
6. All groups with a credit balance will be refunded upon request at the end of the school year via the original method of payment, with the exception of cash transactions. All refunds based on cash transactions will be paid via cheque reimbursement. Refunds will be completed within 60 days of request.