

## POLICY & PROCEDURE

Refund Policy for all Wing Events unless otherwise prescribed by the Event Director.

For the week long summer Cadet Training School (CTS) programs (Encampment, Leadership Development Course, Northeast Region Cadet Leadership School, Northeast Region Honor Guard Academy, Cadet Commander Course, and any other summer CTS program): If for some reason you cannot attend a summer CTS program that you have prepaid for, a written request must be received at the PA Wing Headquarters, addressed to the CTS Commander, fifteen (15) days prior to the start of the event.

For all other Wing Events: If for some reason you cannot attend an event that you have prepaid for, a written request must be received at the PA Wing Headquarters, addressed to the event project officer, seven days prior to the start of the event.

A refund of 100% less a \$5.00 administrative fee will be returned to the individual whose signature is on the payment for a CTS or other Wing Event.

If a written request is received the day of the event, the event director decides if any refund is due and up to the amount of 50% the original cost.

If you leave the event for any reason, no refund is authorized.

If the event is cancelled, the signature on the payment will receive a refund.

It is the Event Director's responsibility to notify and confirm all refunds in writing with the Finance Department.

OFFICIAL:



DEETTE K. RILEY  
Lt Col, CAP  
Director of Finance



GARY L. FLEMING  
Colonel, CAP  
PA Wing Commander