



PAYMENT PLANS & NON-REFUNDABLE AMOUNTS

DUE DATE TIME FRAME	TOTAL AMOUNT DUE PER PERSON	REFUND/NON-REFUNDABLE PER PERSON
With Application	\$300 Deposit to secure spot	Refundable to app deadline
9 weeks prior to trip	50% of Remaining Balance	The Refinery's out-of-pocket costs are non-refundable
2 weeks prior to trip	Remaining Balance	100% NON-REFUNDABLE

Online Payment – The Refinery will process subsequent payments with the credit card used at the time of registration.

Check or Cash – You can mail a check to “The Refinery Christian Church, Attn: Missions Department, 16721 W. Indian School Road, Goodyear, Az 85395. Please include the name of the event/trip and the name of the person attending on the memo line of the check. Payment by check or cash may also be made at the Refinery office during normal business hours: Monday – Thursday 8AM – 4PM.

WITHDRAWAL & TRANSFER POLICY

Withdrawals

Our commitment to service guarantees that you will receive personal assistance in making changes should you need to cancel or withdraw from the trip. If you choose to cancel or withdraw, The Refinery must be notified by email or phone. The date of your email or phone call will establish your cancellation date and determine what non-refundable fees will apply.

Refunds

There are no refunds for any out-of-pocket costs The Refinery incurs, e.g. the purchase price of your airline ticket. Refunds are available for any amount paid that exceeds any cost The Refinery incurs within the date guidelines listed above. Refunds are made for extreme situations only, and will be handled on a case-by-case basis by contacting the trip representative at The Refinery.

Cancellation by The Refinery Christian Church

In the event a trip is cancelled (at The Refinery's discretion) due to the minimum team size requirement not being met, to terrorism, civil unrest, natural disaster or man-made disasters, wide spread illness, pandemic or other extraordinary events, and your team is not willing or able to transfer to another available location, a full refund will be issued for all funds paid or raised by each individual.

Additional Cost Responsibilities

The Refinery will pay for any costs associated with an error in the administration or planning of the trip. (i.e., name misspelled). Trip Participants will be responsible for covering the cost for any travel arrangements outside of the pre-planned trip itinerary including, but not limited to sightseeing, changes to their travel dates, or flight upgrades. Trip Participants will be responsible for covering any expenses incurred due to traveler error including, but not limited to events such as expired passport, providing false information, or incorrect information. If participants are asked to return home early they will have to pay to return home at their own expense.

I, _____, have read, understand and agree to The Refinery Christian Church Trips Payment Policy agreement. I consent to provide all required documents and agree to financial obligations as stated in this document.