



PROBUS CLUB OF GLEN OSMOND INC. PAYMENTS AND REFUNDS POLICY

This policy deals with how the Glen Osmond Probus Club (the Club) addresses payment and refunds for activities and the circumstances in which members and visitors are entitled to a refund.

1. PAYMENTS

Where a group booking is required for an activity, the entire payment amount should be paid by the prospective attendees prior to the activity being booked by a date determined by the Convenor.

Payments can be made by one of the following methods

Electronic Transfer (preferred method)

Account Name: Glen Osmond Probus Club Inc

BSB: 065 125

Acct No: 00902086

Reference : Member name and purpose of payment

Cash Payment at a general meeting

The correct sum of money should be sealed in an envelope and the member's name and the purpose of payment clearly written on the outside of the envelope.

2. REFUNDS

In the event of an activity being cancelled payments will be refunded.

When a prospective attendee cancels from an activity, outing or tour, a refund will only be made in circumstances where the Club does not incur a financial penalty as a result of the cancellation.

3. INSURANCE COVERAGE

Only recognised activities as approved by the Management Committee will be covered under the Probus National Insurance Programs, subject to the terms and conditions of the policies within those programs. The National Insurance Programs do not provide cover for cancellation/refunds nor does it provide cover for illness.