**MISSION TRIP REFUND POLICY**

Haiti Lifeline Ministries (HLM) is a 501(c)(3) entity and all mission trip payments are eligible for a tax deduction. Once financial gifts are received by HLM, the individual donors are sent a charitable contribution receipt which is used for Federal Income Tax purposes and refunds may have tax consequences. As such, HLM will follow the guidelines in this policy to maintain financial integrity.

A $200 non-refundable**\*\*** deposit is required to secure a spot on a team. By paying a trip deposit, the participant is assuming financial responsibility for the trip and authorizing HLM to purchase an airline ticket on their behalf. In the event that a participant cannot travel on the originally scheduled trip, then the $200 deposit may be transferred to a future trip occurring *within one year* from the original trip date.

Airline tickets purchased in a participant’s name by HLM are non-refundable. If the original participant cannot go on the trip, and the ticket cannot be transferred to another person, the participant will be responsible to pay the full ticket price to HLM. Purchased tickets may be applied to a future HLM trip, depending on the life-span of the ticket and available team travel. All associated change fees are the responsibility of the ticketed passenger.

All donations or payments given to HLM on a participant’s behalf are tax deductible contributions to the ministry, will be receipted to the giver, and are not refundable**\*\***. These funds will be kept on account with HLM and available for a future trip occurring *within one year* from the original trip date.

All monies received in excess of the funding requirements are non-refundable but may be transferred to another team participant or applied toward general team expenses.

**\*\*EXCEPTION** – If it is necessary for HLM to cancel a trip due to unforeseen events – natural disaster, extreme weather, war, epidemic, government restriction, political unrest, fuel shortage, or any other emergency – and the participant decides not to travel on a future trip, then HLM will refund all donations or payments and $100 of the deposit. Refunds must be requested by participant/donor.

***SUMMARY*:**

* Funds from a non-participant donor are non-refundable but transferable.
* Unreceipted funds from the participant are refundable or transferable.
* Transferable funds may be used by another team participant or the original participant on a future trip occurring within one year of original departure date.
* Excess funds are non-refundable but transferable to another team participant.
* The EXCEPTION for refunds applies only in the event of cancellation by HLM.

***PAYMENT SCHEDULE*:**

**$200 Deposit** – Non-refundable, due upon application. (Applied to total trip cost)

**First-Half Payment** – Due 90 days from departure date.

**Final Payment** – Due 45 days from departure date.