



*Contemplative Outreach*  
*St. Louis*

## **Registration and Refund Policy Contemplative Outreach St. Louis**

### **Retreat Registration Policy – July 18-21, 2025 Retreat.**

### **Registration deadline -June 23-27<sup>th</sup> requested by Mercy Conference and Retreat Center.**

- Retreat fees will be listed on the website. Registration will not be complete until payment has been received.
- Registrants who are notified that a retreat is full will have the option to be placed on a waitlist.
- A person on a wait list (who has not previously paid) and is offered a spot for the retreat will only be allowed to pay the retreat fee via credit card.

#### **Retreat Refund Policy**

- If Contemplative Outreach St. Louis cancels a retreat, the total amount paid by those registered will be refunded.
- If a guest doesn't attend a retreat and does not cancel her/his registration at least three weeks in advance of start date, no refund will be given.
- Refunds requested because a guest has to leave a retreat for a personal or medical emergency are handled on an individual basis.
- MCRC reserves the right to determine the method for refunding the retreat fee if one is to be given on a case-by-case basis.

- **Refund Amounts**

**Note:** Approximately two weeks prior to a retreat, MCRC pays the Housekeeping and Dietary Departments to clean and supply the rooms, to purchase the food, and prepare the meals for our guests and COSTL incurs those costs. Typically, if a cancellation is received within that time frame no refunds are given. Refund requests will be handled on an individual basis.

- Overnight Retreats, including commuters (there are no commuters for this retreat): A refund must be requested at the time of cancellation.

All refunds are subject to a \$30 processing fee due to the MCRC administration department.