

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

### **Retreat Registration Policy**

- 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 two to 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.
- Contemplative Outreach St. Louis 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, purchase the food, and prepare the meals for our guests and we incur those costs. The following refund percentages take these factors into account.

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

*(In the past it was after numbers were due (3 weeks out) there was no refund)*

*3 Weeks or more notice- full refund less \$150 Non Refundable Deposit*

*7-14 days notice - 75% refunded after \$150 non refundable deposit*

(We owe the MRCC for the Food ordered for the retreat

3-6 days notice - 60% refunded after \$

(We owe the MRCC Food ordered for the retreat)

48 hours notice - 40% refunded after 150 non refundable deposit.

We owe the MRCC Food ordered for the retreat