

TOURS AND REFUNDS POLICY – PROBUS CLUB OF LEUMEAH COMBINED (INC)

(a) Day Tours & Outings (Theatre, Lunches etc)

In the event of cancellation, Probus members/guests need to provide as much prior notice as possible with a **MINIMUM OF ONE WEEK**.

Refund qualification may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances (Example: coach bookings, entrance fees, club bookings).

Once theatre tickets have been purchased for Probus members/guests, the Club has no liability for any refunds.

(b) Extended Tours

Extended tours can be of two types:

- i. Where the costs of the tour are paid directly to an external organiser OR
- ii. Where the costs of the tour are paid directly to the Club. The Refunds Policy for 30. (b) ii is:

In the event of cancellation, Probus members and guests are requested to provide **TWENTY EIGHT (28) DAYS NOTICE**.

Refund qualification may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances (Motel and Coach Bookings).

(c) Payments

Payment amounts and deadlines are determined by the co-ordinators and notified when advertising the event. Your intention, by your name being added to participate in an event, signifies that you have accepted the terms and conditions of payments and refunds.

Payment can be made by cash or by bank transfer. Receipts will be issued for cash payments of outings undertaken by the Club.

Failure to pay for tours and outings by the nominated date may result in the Probus member/guest being removed from the activity list.

(d) Waiting Lists

No payments are to be received from participants placed on an activity waiting list until they are notified that they have been accepted on the activity.

(e) Tour Lists

The names of participants placed on lists for tours must be genuine and authorised by the individual.

(f) Tours Arranged By Other Clubs

Please be aware if travelling with other Probus clubs that their policies may vary.

(g) Insurance Cover

Probus Insurance cover for members and guests only applies for recognised Probus tours and activities approved by the Committee of Management. Lists of attendees are to be retained in case of insurance claims.

(h) Refunds for all activities will be made by Direct Deposit to the member's bank account.