



Catholic Diocese of Saginaw

OFFICE OF PARISH LIFE AND EVANGELIZATION

CANCELLATION, REFUND, AND NO-SHOW POLICY:

If for any reason a participant is unable to attend the registered for event, the following policy will be followed:

One Week Cancellation: A participant who provides notice of cancellation with one week or greater notice is entitled to a refund of all registration fees paid.

Other Cancellations:

A participant requesting cancellation less than one week prior to the event will not receive a refund of any registration fees paid, with the following exceptions:

1. Death of a family member
2. Illness that would prevent a person from attending
3. Accident that would prevent a person from attending

Request for Refund: The request for a refund must occur before the date of the scheduled event, or within 48 hours following the event. The request must be made in writing via email to the office that sponsored the event. (i.e., Office of Evangelization, Office of Marriage and Family, etc.) You will be notified when the request is received and if proper, the request will be sent to the Finance Office to process. Please note that processing fees for credit card transactions are nonrefundable.

No-Show Policy: A participant that has not paid the registration fee and is considered a “no-show” will be charged the full registration fee, with the following exceptions:

1. Death of a family member
2. Illness that would prevent a person from attending
3. Accident that would prevent a person from attending

To Avoid Charges: To avoid being charged as a “no-show,” notification must occur before the date of the scheduled event, or within 48 hours following the event. The notification must be made in writing via email to the office that sponsored the event. (i.e., Office of Evangelization, Office of Marriage and Family, etc.).