



EVENT FEE PAYMENTS & POLICIES

DIOCESAN YOUTH & FORMATION EVENTS

The Diocese of East Carolina is privileged and delighted to offer opportunities for people to gather together in community learning about and growing in their faith. As a diocese we are fortunate to have many parishes willing to host day events and Trinity Center where we can gather for overnight experiences. All of these events, whether hosted by a parish or at Trinity Center have up front costs and deposits paid prior to the event taking place. Moving forward the policies around collecting event is as follows:

SCHOLARSHIPS

Financial status should never be a barrier to a young person's participation in an event.

Please reach out to your parish youth leader or Emily Gowdy Canady **BEFORE REGISTERING** online to receive a coupon code for the determined scholarship amount.

PARISH PAYMENTS

Many parishes offset or cover events fees for their young people and adults.

Parishes wishing to do this should contact Emily Gowdy Canady **BEFORE** members of their parish register for an event.

A unique coupon code will be generated for use during the online registration process.

During the event registration period updates are periodically sent to parish leaders. **FIVE DAYS** prior to the event, parishes will be invoiced for the total amount generated by the use coupon codes. Prompt payment is appreciated.

EVENT FEES

Due in full at the time registration is completed.

"Pay by check" payments are due in full at least 5 days prior to the event's start date.

Registrations will be cancelled if payment in full is not received at least 5 days prior to the event start date.

REFUND POLICY

Financial commitments for housing, food, and other supplies are made on or before the first published registration deadline.

All event fees are **NON-REFUNDABLE two weeks (14 days) prior to the event start date**. A partial refund MAY BE offered for registration cancellations prior to 14 days before the start of the event.

Partial or full refunds may be issued before the 14 day mark depending on individual financial commitments per event.

Pastoral exceptions will be considered on a case by case basis.