



HOUSTON NW CHURCH

## HNW Global Reach Refund Policy

HNW Missions policy states in the event a participant has met the fundraising requirements and then receives donations in excess of the scheduled price of the trip OR in excess of the cancellation costs from withdrawing from the program, his/her financial support will continue to cover costs related to the proposed trip.

### Fees

- A non-refundable Deposit of \$225 reserves your spot on a trip.
- Changes made after purchasing tickets will result in a fee defined by the ticketing airline and/or travel agency.
- Valid Team Member Passport must be submitted no later than 6 weeks prior to the departure date. If a team member is unable to do so, they will be ineligible to serve on the team.

### Contributions, Tax-Deductions, and Cancellations

1. All donations (online, check, or cash) must include participant name and trip attending.
2. All checks/money orders must have current dates (not postdated) and are made payable to Houston Northwest Church to ensure tax deductibility.
3. To receive a tax deduction, sponsors must make their checks payable to Houston Northwest Church. All contributions to HNW are solicited with the understanding that HNW has complete discretion and control over the use of all donated funds.
4. Contributions are NOT refundable (see exclusions below). All funds donated by sponsors become property of HNW when received and are at all times under the complete discretion and control of HNW. Donated funds will be used in furtherance of the proposed mission work of the specified trip.

#### Exclusions

- a. The participant's spot is filled by another participant on a first-come-first-served basis. (minus any applicable vendor fees)

- b. A medical illness precluding a participant from attending event per a doctor's recommendation (note required).
- c. A death of a family member or good friend resulting in the participant attending memorial/funeral activities.

Notwithstanding, HNW will not refund any fees on deposits that it is unable to retrieve from third party vendors.

- 5. Sponsors are to place the participant's name on the memo of the check.
- 6. In order for the donor to receive a tax deduction the check **MUST** be made payable to Houston Northwest Church.

## Drugs and Alcohol

Houston Northwest Church team members will not be permitted to use alcohol, tobacco products or drugs while on HNW Mission Trips. If any team member uses or has any of these items in their possession, they will be sent home immediately at their own expense. (This does not include prescription medicines).

## Background Check

All participants, regardless of trip scope, will be required to undergo a background check through Houston Northwest Church. If past criminal or civil activity becomes known this does not automatically exclude you from a global reach trip. Any situation where activity is known will be discussed on a case by case process.

Questions?

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