

Sitzmark Cancellation, Refund and Wait List Policy

As revised by the Sitzmark Board of Directors
October 18, 2007

A. Definitions

1. **Cancellation:** A participant may be deemed to have canceled his/her participation in a Sitzmark event, at the discretion of the event chair person, for:
 - a. Failing to make payments for an event per the payment schedule
 - b. Failing to attend the event
 - c. Failing to provide an acceptable substitute.
2. **Event Participant:** A Sitzmark or MSC member who has made payment in full, or any scheduled payment, or deposit toward full payment for the cost of any Sitzmark event.
3. **Scheduled Payment:** Payment in whole or part must be made by an event participant and received by Sitzmark according to a schedule of payments in an event brochure or the "Sitzmarker" newsletter, or you may be dropped from the trip.
4. **Wait List:** Where an event has filled to capacity, a rank order list, by lottery drawing or date of receipt, of Sitzmark or MSC members wishing to participate and who have paid a deposit equal to 10% of the total per person cost of the event.
 - a. Upon notification of an event opening, the waiting person may:
 1. Accept the opportunity to participate in the event and become responsible for the full cost of the event, subject to the refund and cancellation policy, or
 2. Refuse to participate, subject to the loss of the 10% deposit.
 - b. A name may be removed from the wait list prior to an offer to participate in the event without loss of the deposit.
5. **Non-recoverable Costs:** Any payment made by Sitzmark on behalf of an event participant which cannot be recovered by Sitzmark in the event of the participant's cancellation. Such costs might be for nonrefundable transportation or accommodation deposits, food purchases, lift tickets, etc. These costs may be up to 100% of the event cost if a substitute participant is not found.

B. Cancellation Fees

The following charges will be assessed for Sitzmark event participant cancellations. The "nonrecoverable" costs refer to those costs that cannot be recovered by Sitzmark because a replacement participant is not found.

1. Canceling up to 60 days prior to the event results in 25% loss of full trip costs, plus non-recoverable costs up to the full cost of the event.
2. Canceling 59 days or less up to the day of the event results in 50% loss of the full cost of the event, plus non-recoverable costs up to the full cost of the event.

C. Participant Substitution

Participants may avoid cancellation fees other than nonrecoverable costs by providing a substitute participant who makes payment in full for the event, as follows:

1. By rank order and availability, a person on the wait list available from the event chairperson, or
2. Where no persons are on a wait list or the wait list has been exhausted, a person who is (or can qualify as) a member of Sitzmark or MSC at the time of participation in the event.

D. Refunds

Those participants, who qualify for a refund under conditions in this policy, may obtain a refund by submitting a written request to the event chairperson who will present such requests to the Board of Directors. Any request for a refund must be made and received by Sitzmark within 90 days of the first day of the trip. Refunds will be made within 60 days after the last day of the event/or time of receipt of refund request.

E. Policy Modification

THE CANCELLATION AND REFUND POLICY MAY BE MODIFIED AT THE DISCRETION OF THE SITZMARK BOARD OF DIRECTORS.

Due to the varying nature of events planned by Sitzmark, this policy may be modified prior to an event. For specific terms applicable to your event, see the event brochure or event notice in the "Sitzmarker" newsletter.