

## **MFRC Registration Policy**

### **Fee Schedule**

Fees are to be paid in full at the time of registration by cash or cheque. Post-dated cheques will not be accepted.

### **Military Rates apply to:**

Regular Military & Reservists, their spouses/legal partners & dependents.

### **Non-Military Rates apply to:**

Retired military, DND/NPF employees, CBO, Canada Catering and civilians.

### **Registration:**

Many programs are very popular and fill up quickly. To avoid disappointment, especially if you require childcare, please register early. If you are unsure about attending or encounter an unforeseen scheduling conflict, remember that in most cases, you can cancel up to 48 hours in advance of the program date and receive a full refund.

### **How to Register & Pay**

For programs with a program fee, receipt of your payment confirms your registration. To register and pay for programs, come to the Meaford MFRC located in building M-208, Monday through Friday from 7:30 am to 4:30 pm.

### **Telephone Inquiries**

For programs with a fee, we will take your name by phone and place you on our program list as a potential registrant. However, you are not registered until the program fee is paid. If we have taken your name by phone, you may receive a courtesy telephone call, in the case of programs with a fee, as a reminder to pay, or for programs without a cost, to confirm your attendance, before your spot is lost or the program is cancelled.

### **Cancellations & Refunds**

48 hours notice is required to withdraw from any program/event and receive a full refund. Exceptions may be made for sickness or military tasking at the discretion of the program staff. Late withdrawal or a no-show will result in the forfeiture of all fees paid.

Deposits of \$20 or greater will be refunded by cheque. Deposits less than \$20 will be refunded in cash.

### **Cancelled Programs**

A program may be cancelled one week prior to the date if a minimum number of participants is not attained, so please register early.

### **Program Changes**

The Meaford MFRC relies heavily on volunteers, military personnel and paid facilitators to deliver our programs. We reserve the right to change times and location of programs in order to accommodate changing schedules.