



HACKETT HEMWALL PATTERSON FOUNDATION

Advancing Global Health, Transforming Lives

REFUND POLICY FOR SERVICE-LEARNING TRIPS

UPDATED OCTOBER, 2025

Registration Fee Refunds:

- More than 30 days prior to trip - Participants who withdraw 30 days or more before the trip departure date will be eligible for a refund of all fees minus a \$50 administrative fee.
- Within 30 Days of Departure - Because we are unable to add new participants so close to departure, and final arrangements are now confirmed, participants who withdraw fewer than 30 days before departure will not be eligible for a refund.

However, in such cases, the participant's payment may be deferred to the following year and applied toward the next service-learning trip, provided that the participant notifies the program coordinator in writing and intends to participate in the next year's mission.

- Special Circumstances:
In cases of unavoidable or extraordinary circumstances (such as medical emergencies, family crises, or other serious situations beyond the participant's control), refund or deferral requests may be reviewed on a case-by-case basis at the discretion of the program administration. HHPF will request documentation of circumstances.

Program Cancellation:

- If the trip is canceled by HHPF, participants will be eligible for a full refund, excluding any non-recoverable costs already incurred.