



[www.lmpchurch.org](http://www.lmpchurch.org)

## **2021 MANUAL OF OPERATIONS**

### **LAKE MURRAY PRESBYTERIAN CHURCH**

**Church Office: 803-345-5140**

**Office Fax: 8036-345-8928**

**Day School: 803-345-1152**

## **LMPC Event Refund Policy**

LMPC wishes to accommodate those who sign up for events but cannot attend. However, it is also not fair for the church to have to pay (through someone else's tithes to God) when someone signs up but cannot or will not come to an event.

LMPC events (Youth, Missions, Montreat, Small Group etc.) may have a **NO REFUND POLICY** if it is clearly noted on our web site, in the printed material or acknowledged in writing. LMPC regrets any circumstances where the time for a refund has passed under this notice. You may contact the hosting office/group if there are circumstances that should be considered.

LMPC events that do not have a **SPECIFIC REFUND POLICY** clearly noted on our web site, in the printed material or acknowledged in writing, operate under the principle that a full refund can be made upon request.

LMPC events that have a specific refund policy will clearly state the title "**REFUND/CANCELLATION POLICY**," the last date to cancel and receive a partial refund (amount stated), the last date to cancel and receive a full refund, and a reference to the explanation listed below:

LMPC seeks to be a good steward of resources entrusted to it for the expansion of God's kingdom. Because the deadline for cancellation/refund/partial refund has passed and because financial commitments were made with LMPC resources-which we are obligated to honor-a refund is not available. Thank you for your understanding

Once a refund is approved, the refund by the LMPC business office will be issued in the following way:

- Refund check issued (when payment was received as check or cash)

Be advised that any eligible refunds will not automatically happen as a result of your cancellation notice. It may take up to 30-60 days to receive a refund. If a refund (partial or full) is applicable, and you have not done so, contact the host office/group sponsoring the event and make a written/electronic refund request.