



TERMS & POLICIES

PAYMENT POLICY

1. Deposits and registration fees are non-refundable. Deposits are transferable only to another participant's deposit.
2. All contributions/payments received in excess of trip fees will be used in support of the mission and cannot be refunded or used to reimburse expenses for the group/individuals participating.
3. Payments made online carry a 2.5% convenience fee and must be paid by the participant (except for the initial deposit payment).
4. **No participant or group will be accepted at the mission site with an outstanding balance.**
5. Children 8 and under, at the time of the mission trip, will receive a discount of 50% of the per person mission fee on domestic mission trips; the child discount varies on international trips.

Please email Advance Mission Community Specialist to learn more – info@advancemission.org

PAYMENT SCHEDULE:

| <u>GROUPS: (CHURCH, SCHOOL, BUSINESS)</u> | <u>DUE</u> | <u>AMOUNT</u> |
|---|--------------------------------|--------------------------------------|
| Registration (non-refundable) | Upon registration* | \$500 |
| Deposit (non-refundable) | 45 days after registration | \$250 per person |
| Payment | 90 days before trip start date | [Dependent on trip price per person] |
| Payment | 45 days before trip start date | Remaining balance + Construction fee |

**Registration is considered official only after funds have been received via Planning Center or by mail*

| <u>INDIVIDUALS OR FAMILIES</u> | <u>DUE</u> | <u>AMOUNT</u> |
|--------------------------------|--------------------------------|--------------------------------------|
| Registration (non-refundable) | Upon registration* | \$500 |
| Payment | 90 days before trip start date | [Dependent on trip price per person] |
| Payment | 45 days before trip start date | Remaining balance + Construction fee |

**Registration is considered official only after funds have been received via Planning Center or by mail*

TRANSPORTATION:

TO AND FROM YOUR STATE SIDE MISSION SITE: **IS NOT** included in the cost of the trip.

IN-COUNTRY LOCAL GROUND TRANSPORTATION:

Domestic Trips* **IS NOT** included in the cost of the trip.

**Domestic trips include West Virginia trips*

International Trips **IS** included in the cost of the trip

CHANGES TO NUMBER OF PARTICIPANTS:

Participant Adjustments – Increases & Decreases

Increases: The primary contact may request an increase in the number of participants, subject to availability, by contacting Advance Mission at info@advancemission.org Please verify space availability through your online account or by reaching out to our team. Requests for participant increases must be made no later than **14 days prior to the trip start date**.

Decreases: The primary contact may decrease the number of participants **up to 90 days before the trip start date** by notifying Advance Mission at info@advancemission.org Reductions made within this timeframe will not incur full payment beyond the non-refundable deposit. Please confirm updated availability through your online account or by contacting Advance Mission directly.



CANCELLATION POLICY

TRIP CANCELLATION BY ADVANCE MISSION

ADVANCE MISSION, INC. RESERVES THE RIGHT TO CANCEL A TRIP IF THE MINIMUM PARTICIPANT REQUIREMENT OF 30 INDIVIDUALS IS NOT MET. IN THE EVENT OF CANCELLATION BY ADVANCE MISSION:

1. REFUND: ALL FUNDS PAID BY THE SPONSORING GROUP OR INDIVIDUAL(S) WILL BE FULLY REFUNDED.
2. MATERIALS RETURN: THE SPONSORING GROUP OR INDIVIDUAL(S) MUST RETURN ALL MATERIALS PROVIDED AND DELETE ALL DIGITAL MATERIALS SHARED BY

ADVANCE MISSION. ADVANCE MISSION, INC. IS NOT RESPONSIBLE FOR ANY ADDITIONAL COSTS INCURRED BY PARTICIPANTS OUTSIDE OF THE PAYMENTS MADE DIRECTLY TO ADVANCE MISSION.

WHEN A PARTICIPANT CANCELS AND/OR REQUESTS A REFUND:

Cancellation and Refund Policy

Cancellations are not considered official until notification is received by **phone or email** at **Advance Mission, Inc.** The following cancellation and refund schedule will apply:

Refund Eligibility:

- **Cancellations made 90 or more days prior to the trip start date:**
 - Payments made are refundable, **excluding the non-refundable deposit**, which may only be transferred to a replacement participant.
- **Cancellations made less than 90 days prior to the trip start date:**
 - **No refunds will be issued.**
 - **Full payment remains required.**
 - Deposits and trip fees may only be transferred to a replacement participant.

Medical Emergency Exception:

At the sole discretion of Advance Mission, a refund **may** be issued in the case of a verified medical emergency. A written statement from a licensed physician will be required. However, any refund granted will **not** include the non-refundable deposit or any funds already expended for mission expenses and transportation.

Non-Refundable Expenses:

Due to the nature of mission trip planning, significant funds are committed **before** a team's arrival. These include, but are not limited to:

- Lodging and meal reservations
- Construction materials and supplies
- Leadership and staffing costs
- Ministry programming and community partnerships
- Administrative and operational expenses

By registering for an Advance Mission, missions' trip, participants acknowledge and accept the terms of this cancellation and refund policy.

INSURANCE COVERAGE POLICY:

All participants are required to carry personal health insurance. Each participant must provide a Group and/or Policy Number on his/her application.

BACKGROUND CHECK POLICY:

Advance Mission strives to create a safe and non-threatening environment and learning experience for all people involved. **Advance Mission conducts background checks on all mission trip participants 18 years and older.** The background information gathered may include criminal and Department of Corrections' history, sex offender history, motor vehicle history.

If you have questions or concerns, please call Advance Mission at +1 412-204-6191



I have read the Terms and Policies and accept all the conditions therein.

Signature: _____

Date: _____

Name (please print): _____