



SUPPORT MONEY & FINANCIAL REFUND POLICY

Support Amount for 2019:

The cost of City Life 2018 is **\$610.00**, which includes:

1. A **non-refundable** confirmation deposit (**\$100.00**).
2. Food and lodging
3. City Life training materials, On Track Devotions, and other discipleship tools.
4. Equipment (vans and rentals, mailings)
5. Expenses on tour (ex. Food, shower rentals)
6. If flying to City Life, transportation from designated airport to City Life location and transportation to designated airport at conclusion of City Life.
7. Leaders' salaries (transportation and training)

This cost does not include the following:

1. Transportation from your home to City Life. It also does not include transportation home after City Life is over.

Dropping out of City Life:

The team member (not the pastor or youth pastor) is responsible for informing CE National if he/she is no longer planning to participate on City Life 2018 after \$100 deposit has been received.

- A. If dropping out of City Life after confirmation deposit is paid, but notification of drop is prior to April 19, 2019:

- ◆ The \$100.00 confirmation deposit is non-refundable & non-transferable
- ◆ no other penalty is assessed to the account

- B. If the City Life team member does not raise adequate funds to participate or cancels prior to participating on tour, the policy below applies after the date of April 19, 2019.

CITY LIFE STUDENT DROPS April 20 – May 10, 2019:

- ◆ A 33% administrative fee will be assessed to the support total of \$610.00. The team member is responsible for this amount, whether it has been sent in to CE National yet or not. If money is already in the account, the 33% (\$200.00) will be deducted. If this total is not already in the account, the team member will be invoiced for this amount or difference from what is in account.
- ◆ Any additional penalties incurred as a result of the late cancellation (ie. leader's costs) will be deducted from the City Life income.

- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual City Life applicant unless such funds are received directly from the City Life applicant or parent.

CITY LIFE STUDENT DROPS May 11 – May 24, 2019:

- ◆ A 66% administrative fee will be assessed to the support total of \$610.00. The team member is responsible for this amount, whether it has been sent in to CE National yet or not. If money is already in the account, the 66% (\$400.00) will be deducted. If this total is not already in the account, the team member will be invoiced for this amount or difference from what is in account.
- ◆ Any additional penalties incurred as a result of the late cancellation (ie. leader's costs) will be deducted from the City Life income.

- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual City Life applicant unless such funds are received directly from the City Life applicant or parent.

The City Life applicant can opt to transfer remaining funds to another City Life team member of the same year.

CITY LIFE STUDENT DROPS AFTER May 24, 2019: FULL PAYMENT of \$610 IS EXPECTED.

Please read this carefully before requesting reimbursement of City Life funds:

1. All money received in the office will be credited to the account of the team member indicated.
2. Only after the full amount required by the office has been received (\$610), will we begin to transfer funds or allow for requests for reimbursements. Requests for reimbursement can be submitted between June 11– September 1. However, only one reimbursement request should be made per City Life team member, so please hold refund requests until all receipts are collected.
3. Money that exceeds the support total of \$610 may be reimbursed to the family for transportation. (to City Life and/or home after City Life). Receipts are required in order for us to be able to reimburse for these expenses. Record is needed of the number of miles traveled by car, airline ticket receipt, gas receipt, etc. (please note—for those traveling by car, you may choose to either submit gas receipt or mileage but not both)
4. As stated in #2, please submit only **one** request for refunded money. Please hold refund requests until all original receipts are collected. Submit as one request, so one check can be issued.
5. Before reimbursement is possible, an ORIGINAL INVOICE (not a photocopy, if possible) must be on file in our office. This is for tax purposes. We are not able to issue reimbursements without receipts
6. If, after the above expenses have been reimbursed, there is still money left in a team member's account, it can be:
 - A) applied to another City Life team member's account
 - B) donated to the Scholarship fund
This account is funded by the donations of others so amounts available to be awarded are dependent on what comes into the account.
 - C) applied to the City Life General account

Note: Due to IRS regulations, no donated monies can be returned directly to an individual team member without receipt and verification as a ministry related expense.
7. All requests for reimbursements must be made by September 1, 2019. Accounts will be cleared by this date and reimbursement will no longer be possible.

IMPORTANT: REPORTING City Life COSTS

Your support letter and any other communication to supporters can include only the support amount given you by CE National in the "finances due to CE National are \$610" statement. If any additional cost for ministry related expenses are requested (ie. Flight to training location); it must be listed separately as to what the expense covers and the dollar amount. (ie. transportation to City Life - \$350).

Any additional costs (outside of transportation) which are added to a support letter must be cleared first by CE National to assure it qualifies as a ministry related expense.

