**2019 REFUND POLICY**

1. **Definitions**

**“Intervarsity Tournaments”** means the following tournaments: The Australian Intervarsity Debating Championships (**‘Easters’**), The Australasian Intervarsity Debating Championships (**‘Australs’**), The Australasian Women's Intervarsity Debating Championships (**‘Women's’**), and The World Universities Debating Championships (**‘Worlds’**).

**“Individual”** means the individual for whom the debating or adjudicating spot is originally purchased.

**“Paid”** means when Macquarie University Debating Society has received the payment. Proof of payment must be verified by the Treasurer, the President or the Secretary.

**“Replacement Individual”** means the individual for whom the debating or adjudicating spot is not originally purchased, but rather, a substitution for the original individual after the original individual is said to no longer be attending the tournament. This may include the onselling of a debater or adjudicator spot to individuals that are not students or staff of Macquarie University.

1. **Policy**
	1. The Externals portfolio is required to set a payment deadline for receipt of payments form individuals for all majors.
	2. This deadline must be at least 7 days after teams and adjudicators have been confirmed for the tournament.
	3. If an Individual has not paid by the deadline, and does not attempt to make contact with the executive after the payment deadline, the executive may find a replacement individual to take their spot.
	4. In the event that an Individual or Replacement Individual cannot make a payment by the deadline, they may contact Externals for a payment extension. Payment must be paid by the new deadline.
	5. If an Individual or Replacement Individual is ejected from a tournament, no reimbursement will take place.
	6. If an Individual or Replacement Individual has paid for their registration and is unable to attend for any reason, and contacts a member of the executive before the payment deadline, the Individual or Replacement Individual will be reimbursed in full.
	7. If an Individual or Replacement Individual has paid for their registration and is unable to attend for any reason, and contacts a member of Externals and the executive can find a replacement, the Individual or Replacement Individual will be reimbursed in full.
	8. If an individual or Replacement Individual has paid for their registration but is unable to attend the tournament and contacts a member of Externals after the payment deadline, then their eligibility for a reimbursement (full or partial) will be determined on a case by case basis by Externals.