

# EPC Registration, Payment and Cancellation Policies

**Registration:** Register online Monday 2/26 at noon through Thursday 3/22 end of day.

**Registration closes Thursday 3/22.**

## Register

- The link to the online registration form will be posted on our website, Monday, 2/26 at noon.
- Fill out the online registration form (1 per family) with top three housing choices (rooms will be assigned on a first come, first served basis according to the timestamp of your form.)
- Roommates: you may request specific roommates on your form, but your request does not register your roommate. **Each roommate must register separately.**
- Scholarship: If you plan to apply for a scholarship, fill out the registration form. The scholarship application is included in the form.
- Upon completion of the registration form, you will see a message confirming receipt. If you do not see this message, your form has not been received.

## Receive Confirmation Email

- You will receive your room assignment in an email from the office. Please allow 3-5 business days after registration.
- With your room assignment, you will also receive your total cost and the required deposit amount (\$30/adult + total van cost) as well as other details of your registration.
- Payment is not due until you have received the confirmation email.

## Pay

- Pay a non-refundable deposit (\$30/adult + total van cost) in order to reserve your spot
- Your deposit is not in addition to your total cost, it is a down payment on your retreat cost
- You must submit payment by the Sunday following your confirmation email in order to reserve your spot. Otherwise your spot may be forfeited to the next person on the waitlist.
- 3 ways to pay by Sunday:
  1. Mail your check to the office (please postmark before Sunday)  
*Note: if you are teaching in Children's Ministry during the registration period, mailing your deposit may be the best choice.*
  2. Drop your check in the collection bag during the Sunday offering
  3. Drop your cash in a labeled sealed envelope in the collection bag during the Sunday offering. On the envelope write: Retreat, Your Name, Amount Included
  4. **Still no online/credit card payment option :(**  
We're very disappointed that the service we're using to receive online gifts cannot be used to receive retreat payments. It receives tax-deductible contributions only. If you make a payment online, we will have to refund it to you. We are definitely bearing this in mind as we consider whether to keep the service.
- Make checks out to Emmanuel Presbyterian Church, memo: retreat
- The remaining balance is due by Sunday, 3/25
- Cancellations must be made by Thursday, 3/22 for a refund of all but your deposit.

## Cancellation/Refund Policy:

- Deposit is non-refundable.
- Cancel by Thursday, 3/22 for a refund, minus the deposit
- After 3/22 there are no refunds.

## Vans

- We have reserved two 15 passenger vans, which will depart at 6:30pm (location TBD)
- Van price: \$40/adult \$20/child
- You can volunteer to drive a van in exchange for the van fee.

## Scholarship

The retreat has become one of the most important community building events of our church life. For that reason, it's important to us that everyone who wants to come on the retreat is able to. To that end, we

have budgeted money for scholarships. If the expense is the only thing preventing you from attending, please apply for a partial or full scholarship.

Apply for a scholarship via the registration form. You will receive confirmation of your room assignment and scholarship approval according to the policy above. Please allow a few additional business days for confirmation if you apply for a scholarship.

If you are approved for a partial scholarship, you must submit a deposit by the Sunday following your confirmation to reserve your spot. Your deposit will be \$30/adult + total van cost or your total amount, which ever is smaller.

### **Registration Dates to Keep in Mind**

**Mon, 2/26:** registration opens at noon

**Thurs, 3/22:** registration closes at day's end

**Thurs, 3/22:** cancellation deadline (to receive a refund of all but your deposit):

**Sun, 3/25:** full payment due

## **Planning Ahead - Helpful Facts April 13 - 15, 2018**

**Friday Buffet:** If you plan to arrive early on Friday, you may choose to attend the Friday dinner buffet. 6-7:30pm. \$12/adult and children over 12. \$6/kid 12 and under. You will be giving the option to sign up via the registration form after selecting arrival by car.

### **Retreat Begins: 8:30pm on Friday**

- No dinner is served Friday evening.
- Check in between 3:00pm and 11:00pm on Friday. (Call ahead to check in after 11:00pm.)
- Check in after 8:00am on Saturday.

**Meal Times:** Meals are covered and served family style:

- Breakfast – 8:30am
- Lunch 12:30pm
- Supper – 5:30pm.
- Complimentary coffee and tea are available 24 hours in the lobby of the dining room.

**Snack Shop:** Open Friday and Saturday evenings from 9-11pm and Saturday afternoon from 2-5pm.

**Linens:** Rooms will be made up with bed linens and towels. Additional sets of towels may be rented for \$1 per set at the front desk.

**Facilities:** Include tennis and basketball courts, softball and soccer fields, hiking and walking trails. There are also book and gift shops in the Cedar Chalet.

**Retreat Ends:** after lunch on Sunday. Check out by 2:30pm.

**Location:** Tuscarora is approximately 75 miles away. Directions and other information available on Tuscarora's website. Plan for 2-2.5 hours of travel time with Friday rush hour traffic.

**Tuscarora Inn**  
**[www.tuscarora.org](http://www.tuscarora.org)**

*Check out Tuscarora's website for pictures of rooms, a map of the campus, and more.*