



**CAROLINAS CHAPTER, NAVHDA
Test Entry Refund Policy**

01 January 2022

POLICY LETTER

From: Carolinas Chapter of NAVHDA Board of Directors
To: Carolinas Chapter Membership and non-members testing dogs at Carolinas Chapter of NAVHDA tests.

Subj: POLICY CONCERNING TEST ENTRY FEE REFUND

1. Purpose. To establish policy on Test entry fee refunds for Carolinas Chapter of NAVHDA.
2. Information. The current policy of Carolinas Chapter NAVHDA in regards to refunds of test entry fees is that no refunds will be permitted without written authorized exception.

Authorized exceptions.

1. Medical reasons precluding dogs/handlers from participating in a test. Requests for refunds must be submitted in writing to the Carolinas Chapter NAVHDA Test Secretary, accompanied by a verifying statement from a physician or veterinarian excusing the handler or dog for medical reasons. Carolinas chapter test secretary must be notified before a dog is scheduled to run; documentation from physicians and veterinarians must be received no later than 15 days after the day of the scheduled test. A full refund will be issued for medical reasons.
 2. Wait list: A full refund will be authorized and remitted to individuals on the wait list in the event their dog does not make it into the test.
3. Scope. Test entry fee refunds will not be permitted unless by the authorized exception listed above and in accordance with the directions therein.

Carolinas Chapter, NAVHDA
Board of Directors

