



PALISADES

CHARTER HIGH SCHOOL

Board Approve: 10/17/17

Refund Policy – Student Store:

The Associated Student Body (ASB) Student Store has a policy of NO REFUNDS and NO EXCHANGES for merchandise, food & beverage, and event sales made at the student store. All ticket sales to events are non-transferable. All sales are final.

Refund Policy – ASB Accounts

For refunds out of accounts housed under the ASB due to circumstances such as field trip/participation in activity cancellation, library fee refunds, etc., below are the following guidelines:

GUIDELINES AND RESTRICTIONS FOR REFUNDS OF REVENUE:

- Cash refunds are prohibited.
- A Blueie (ASB Purchase order/Check Request) must be completed and submitted to the Finance Office.
- Requestor of refund must provide proof of payment or proof of receipt from the person receiving the refund.
- Finance Office will generate a check and mail it directly to the payee.
- No refunds on donations under any circumstance.

Refund Processing Fee:

For refunds processed through ASB, there will be a processing fee of 20% of the amount refunded, due to the amount of time and effort it takes to research and process the refund.