

# Pembrokeshire Triathlon Club Events

## Withdrawal & Refunds Policy

If, after having entered the race, you are unable to take part for any reason, the following withdrawal / refund procedure will apply:

### How to Withdraw:

- Please write to the Events *Secretary: Mr Huw Lewis, 18 Heritage Park, Haverfordwest, Pembrokeshire, SA61 2QF.*
- Please include your full name and contact details, stating your wish to withdraw and **enclosing an SAE.**
- Your withdrawal will be confirmed by a refund cheque, return email, or telephone call.

### Refunds:

- **Up to one full calendar month before the event date:**
  - We will refund the basic entry fee (NOT including the charge made by our on-line payment partner, Active Europe) minus a £3 administrative charge (which will be donated to the event charity)
- **Between one calendar month and the event closing date:**
  - We will refund 50% of the basic entry fee (after deduction of the charge made by our on-line payment partner, Active Europe). This will be donated to the event charity, excluding any costs already incurred to the event.
- **Between the closing date and seven days before the event (if applicable)**
  - A refund will only be made provided we can fill your place with someone from the reserve list
  - We will refund 50% of the basic entry fee (after deduction of the charge made by our on-line payment partner, Active Europe) This will be donated to the event charity, excluding any costs already incurred to the event.

**No refunds will be made less than 7days before the event, but you can still collect your goody bag from registration (or have someone collect it on your behalf)**

If you wish to withdraw at any time but are happy for your entry fee to be donated to our nominated charity, please e-mail [lewishaba@aol.com](mailto:lewishaba@aol.com) or telephone Huw on 01437 762258.