

*This was approved 3-9-16 31  
DLB*

**CREDIT/REFUND FOR UNUSED GOLF MEMBERSHIPS**

**BACKGROUND:**

If, after purchasing a golf membership and before any rounds are played, a resident has an accident or medical emergency that prevents him or her from using the membership, the resident may submit a written request to the Board for a credit or refund of the unused membership. The Board will consider granting a credit or refund based on the guidelines established in this policy.

**POLICY:**

**Determining IF ANY CREDIT or REFUND will be considered:**

1. Credits or refunds will be considered only for residents, and then only if requested.

2. Credits or refunds will be considered only in the event of accident or illness - i.e., medical reasons.

3. If the membership was used, as defined below, no credit will be considered:

a. If a Double Membership, and if the party for whom the credit is requested played golf at all during the membership period, no credit will be considered.

b. If a Single Membership and that member played golf at all during the membership period, no credit or refund will be considered.

3. Taking into account all of the above the requested credit or refund may be considered. Otherwise, NO CREDIT or REFUND to be considered.

**Calculating the Amount of the Credit or Refund**

4. Is the Trail Fee to be considered?

a. Double Membership:

1. Credit/refund for only one person: - in which case the trail fee will not be considered for credit;

2. Credit/refund for both members: - the trail fee may be considered.

4. Trail Fee (con't)

- b. Single Membership – trail fee may be considered.

**Calculate the Amount of the Credit or Refund**

5. Double Membership – only 1 person requesting credit/refund:

Credit/refund may = the difference between a double and a single membership fee paid for the year in question. NO TRAIL FEE considered.

6. Double Membership – both persons requesting credit/refund:

Credit/refund may = double membership fee, plus trail fee, for the year in question.

7. Single Membership

Credit/refund may = amount of the single membership plus trail fee

**Duration of the Credit**

Any credits issued will be applied to the next year's membership or trail fee. In addition, the credit is only good for one year; if not used to purchase the next year's membership it will expire.

**Accounting for the Credit (Pro Shop)**

No action is required when the credit is given. However, when the membership is purchased for the next year, the allowable credit will be processed as a discount and may be applied to either membership or trail fees.