



Global Village Payment and Cancellation Policy

Before you apply, please read the following information:

Submitting Payments and Donations

Global Village trip fees cover the cost of meals, lodging and transportation of team participants while in the host country as well as travel health insurance. The fee also includes a donation, most of which goes directly to the host country's HFH program.

Once applicants are selected for a Global Village team, they must confirm by submitting a non-refundable deposit in the amount of \$500.00 CAN. This deposit may be made by personal cheque, money order or credit card using the online payment system. When making any payments, the participant or supporter must provide the GV Trip Code assigned by the Global Village office.

The balance of the trip fee is due 6 weeks prior to departure. These funds cover the balance of the donation, the travel health insurance and the in-country expenses. Payments can be made as above and the GV Trip Code must be provided.

If extra funds are submitted over and above the amount of the trip fee they are applied to the construction program of the host country affiliate, the Global Village Program and toward the support of your team. Payments and donations are transferable but not refundable.

All payments and donations must be in Canadian dollars. Cheques and money orders should be made payable to Habitat for Humanity Canada, and forwarded to: Habitat for Humanity Canada, Global Village, 40 Albert St, Waterloo, Ontario, N2L 3S2. Participants should contact their team leader for online payment instructions. Charitable donation receipts will be issued for all eligible trip contributions.

Charitable Donation Tax Receipts

For Canadian tax payers, the donation, the direct in-country costs (excluding costs associated with personal recreational activities), the travel health insurance and the eligible economy airfare (including cancellation insurance) are eligible for a tax receipt as expenses voluntarily incurred in pursuit of the charitable work of Habitat for Humanity.

The Eligible Airfare: Airfare costs are eligible for a tax receipt when the primary purpose of the participants' trip is to voluntarily carry out the mission and work of Habitat for Humanity. Therefore, for participants whose total trip includes only the officially posted Global Village work days and R&R days, 100% of *economy* class airfare will be eligible for a tax receipt. If a participant chooses to extend the trip to include additional personal vacation time in excess of the total number of GV related trip days less one day, the participants' airfare expenses will not be eligible for a tax receipt.

In order for a participant who pays for their own airfare to receive a charitable donation tax receipt, they must complete the Gift in Kind Donation Form provided by the Global Village Department, and return the form along with a copy of their airline itinerary and invoice to the Habitat for Humanity Canada office.

These forms must be submitted within 60 days of the official end date of the GV trip.

Acknowledging Donations: All supporters who make a donation toward a Global Village trip are sent a thank you letter. Charitable donation tax receipts are issued for all eligible donations made by or on behalf of the participant. Please be sure to provide the full name and a complete mailing address for the donor.

Please remember to tell your contributors: Money that is raised by selling a service or a donated item is not eligible for a tax receipt.

Cancellation Policy

All funds, both donations and payments, received by Global Village on behalf of you and your team become the property of Habitat for Humanity Canada. Personal refunds and overpayments cannot be claimed. As explained in the "Cancellation Policy," no refunds are offered if you cancel.

If you cancel more than 60 days prior to departure, we will transfer all of your payments and donations to another trip of your choice, minus a \$50.00 cancellation fee. Cancellation within 60 days of departure will result in half of your payments and donations being retained by HFHC to meet current obligations, with the remainder being transferred to another trip of your choice. Cancellation within 30 days of departure results in all of your payments and donations being retained by HFHC to meet current obligations. No refunds are offered if you cancel.

We make every effort to conduct trips as scheduled....However, if Habitat for Humanity must cancel, we will attempt to place you on another team or you may receive a full refund. We cannot compensate you for the cost of unusable airfare or any other expenses resulting from the cancellation. Ask your travel agent about trip cancellation insurance.

If delays en route, missed or cancelled flights cause you to miss your rendezvous with the team, Global Village will do everything possible to assist you in connecting with the team. However, we cannot be responsible for any expenses incurred. If en route you find yourself in a bind, please call us and we will do what we can at this end.

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