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## Global Village Payment and Cancellation Policy

### 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 to the host country's HFH program and the Global Village Program.

Once applicants are selected for a Global Village team, they must confirm their commitment by submitting a non-refundable deposit in the amount determined by Global Village Canada. Your Team Leader will inform you of the deposit amount, and when it is due. This deposit may be made by the payment options outlined under the **Participant Resources tab, 06. Payments & Donations**.

The balance of the trip fee is due 6 weeks prior to departure.

The R&R (Rest & Relaxation) costs will be handled according to your Team Leader's specifications. Global Village does not accept R&R payments, and will not provide tax receipts for any R & R costs.

If surplus 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. Surplus funds can be used to reimburse volunteers for eligible airfare expenses. Refer to the **Participant Resources tab, 09. Airfare Tax Receipt Info** sheet for more information.

Charitable donation receipts will be issued for all eligible trip contributions. All funds eligible for tax receipts or fundraised using Habitat for Humanity's name must be submitted to Habitat for Humanity Canada.

### What is Eligible for a Tax Receipt?

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. If you are fundraising, please refer to the **Fundraising Guide** for more information on how to ensure donors can receive a receipt for their donation.



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**\*Eligible Airfare:** Refer to our website using the **Participant Resources** tab, **line 09. Airfare Tax Receipt Info** or **line 10. Airfare Flow Chart** for more information.

### **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. 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 everything we can at this end.