

Bromwell Elementary PTA

Donation Refund Policy

Refund Statement

In order to protect the trust placed upon us by the public as a tax-exempt organization, we must strictly adhere to a policy that does not allow for refunds of donations, except under very special circumstances as outlined below.

Donation Refunds

In general, charitable contributions are considered non-cancelable and non-refundable.

Bromwell Elementary PTA will consider a refund in the specific circumstances listed below:

- A refund will be issued if there was a transactional error made by Bromwell PTA.
- A refund will be issued if it was made as a result of fraud from a stolen or lost card.
- A refund may be issued if you accidentally entered the wrong payment amount.
- A refund may be issued if you submitted the wrong donation time (one-time vs. monthly)
- A refund may be issued in other exceptional circumstances.

PTA Membership Refunds

PTA Memberships are non-refundable upon purchase and are active for the school year in which they are purchased.

Event Ticket Refunds

Ticket refunds may be offered in the case of a canceled or postponed event. In that case, there would be an option to convert your unused ticket purchase to a charitable donation to the Bromwell PTA.

Refund Terms and Conditions

- Requests must be submitted to bromwellpta@gmail.com within 15 days of the donation.
- For recurring donations, we will only refund the most recent donation, if approved.
- If a refund is granted, it will be paid out via the original payment method.

Requesting a Refund

The following information should be included in your donation refund request:

- Full name, Phone number, Email address, and donation Date.
- Amount and payment method for donation (including check number, etc.)
- Any and all reasons for your requested refund.

Upon receipt the Bromwell Elementary PTA Board will review your request and endeavor to respond within five business days. If your request is approved, we will process the refund as soon as possible. It may take 10-14 business days until a refund reaches your account.

Approved 1/5/2023