



**CPFAA REFUND POLICY:** With the exception of event cancellation, all refunds will be assessed a \$5.00 processing fee. In order to qualify for a refund, a written request for the refund must be **received no later than 2 weeks after the last day** of the annual Games. All requests need to be either emailed to [marksperry@cpfaa.org](mailto:marksperry@cpfaa.org) or mailed to CPFAA c/o Mark Sperry 2823 N Chelton Rd., Colorado Springs, CO 80909.

If an injury or work related issue causes your inability to participate in the event you're registered for the following procedure is required. A written request must be submitted, the request must have the following information: Name, Department, Event registered for, Method of payment (Check, Pay Pal, Credit Card), Reason for refund request and Date you found out about Work Conflict or Injury. This request must be submitted no later than 2 weeks after the last day of those years' games. Please be aware the board may require written proof of your injury or work conflict. \$5.00 processing fee will be required to cover our cost for the refund.

**Team Sport Refunds:** Once the team sports have been bracketed and the officials have been contracted, teams requesting refunds will not be granted refund to any team member for that sport.

**REASON REFUND WILL NOT BE GRANTED:** Once you participant in an annual event, you are no longer eligible to receive a refund. If you are injured participating in an event refunds will not be granted. Refunds are not granted for "NO SHOWS". **Any disqualified or rejected participants are not eligible for a refund.** The CPFAA board will to the best of our ability process all refunds within 2 weeks after the games have concluded.