

# serve.

## SERVE Trip Payment and Cancellation Policy:

- **\$100 Trip Deposit is due within 24 hours of your application submission.** This payment will be refunded if you are not selected for a trip.
- A CSO funds application submission will be accepted in lieu of a deposit. After receiving information regarding an award, any outstanding balance must be paid within 14 days.
- If accepted for a SERVE trip, you **must pay the remaining \$200 in trip costs within 14 days of your acceptance to the program.**
- **If you cancel after your acceptance to the SERVE program,** you will be billed your share of the full cost of the trip to your bursar account and lose your deposit. Should you choose to contest this charge, you must meet with Ashley Sciora, the CSO Assistant Director.
- If you are a recipient of a CSO fund and cancel your SERVE placement, you will be billed the **full amount of the trip.**
- After attending a trip, any additional trip costs over the deposited amount will be billed to your bursar account

## Questions?

Contact Julian Layton and Cameron Wood at [inbreak@lehigh.edu](mailto:inbreak@lehigh.edu) or Ashley Sciora at [ans311@lehigh.edu](mailto:ans311@lehigh.edu). You can also stop by the Community Service Office in the University Center, B001

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Participant Signature

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Date

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Participant Printed Name