

FCSC TICKET SALE POLICY

- a) A Founders College Student Council master list must be created with the student's full name, student number, health card (if applicable), package or price number, student signature and a Founders College Student Council member signature.
- b) A receipt pre-numbered and signed by a FCSC member must be issued to students who have made a purchase i.e. Founders Clothing, trips, events, etc.
- c) Students must provide health card (if applicable) and student card upon purchase of ticket.
- d) A waiver form must be filled out and signed otherwise the individual is not allowed to come on the trip.
- e) A student may only purchase an additional one ticket for another person(s) and all the relevant information must be provided at the time the ticket(s) were purchased.
- f) Any FCSC trip/event tickets may not be transferred to someone else. Any available tickets must go to the first person on the waiting list. For waiting list policy, please view sections (h) to (k). The ticket holder must follow sections (f) or (g) in order to receive a refund or transfer a ticket.
- g) A refund will only be given for an off-campus FCSC trip/event if a FCSC receipt is presented and a person on the waiting list takes that spot on the trip up to 7 days before the event. Please view sections (h) to (k) for the waiting list policy. If there is no one on the waiting list, a refund will not be given.
- h) Refunds can be made up until 7 days prior to on campus Founders College Student Council events and no receipt is required.
- i) A waiting list must be created for any sold out events. The waiting list shall include the student's full name, primary phone number and primary e-mail address. The waiting list must be followed in numerical order according to the date and time in which the names were put on the list starting from the furthest date.
- j) In order to be eligible for the waiting list, the person must be a York University Student with a valid student card.
- k) If a student cannot attend an off campus trip their spot must be granted to the first student on waiting list not later than 7 days prior to trip date.
- l) A student on the waiting list who has been contacted for a spot has no more than 48 hours to purchase the spot; otherwise the next student on waiting list will be contacted.

