



## **MEMBERSHIP FEE REFUNDS**

### **I. OBJECTIVE**

To establish guidelines for the proper handling of membership fee refunds.

### **II. POLICY**

The Cooperative shall refund the membership fee upon request of the member if the books of the Cooperative show that the fee has been paid in full and not previously refunded. However, upon request for withdrawal of membership, the account of the member shall be settled and closed at the time of the removal of the meter or at the time of the meter reading. The membership fee may also be applied to the payment of the final bill, and any amount remaining will be refunded to the member. Refunds shall be made as promptly as possible after request is made to Jefferson Energy.

### **III. RESPONSIBILITY**

- A. President & CEO
- B. VP of Energy Services

