



REFUND REQUEST FOR EMPLOYEE SEASON PASS 2024/2025 SEASON

Employee Name (please PRINT clearly): _____

Employee Number: _____ Department: _____

This form must be completed and returned to Human Resources no later than Friday, February 28, 2025.

PASS REFUND REQUIREMENTS:

- Refunds are issued for **employees only**. Refunds are not available for Employee Perks. With the exception of Ski Team, if using this form for Dependent Passes for Ski Team list additional names on back of form.
- Employee must be actively working and in good standing as of March 1, 2025 in order to qualify for a refund, and has worked an average of one (1) day a week during current season.
- Refunds will be processed using the original method of payment and will be available at the Guest Services Office starting March 17, 2025.
- Employees must process their refund through **Guest Services** not Human Resources.
- This form must be submitted to the employee's manager for approval.
- Late requests, that otherwise meet the refund request criteria, will have the refund reduced by \$100 for late submission.
- Refunds will be reduced for use on an Employee Restriction (aka Blackout or VOID) date.
- Requests submitted after April 1, 2025 will NOT be honored.
- Please refer to pass refund guidelines on reverse for full details.

Employee Signature: _____ Date: _____

By signing, I agree that the above employee is currently employed in good standing:

Department Manager Name (please PRINT clearly): _____

Department Manager Signature: _____ Date: _____

For HR Use: Date Received _____ By: _____



EMPLOYEE SEASON PASS REFUND GUIDELINES 2024/2025

❖ What criteria must be met for employees to receive a pass refund?

- Refunds are issued to Mt. Rose employees that are actively working and in good standing as of March 1, 2025. The employee must have worked an average of at least one (1) day per week that the resort has been open during the current season to qualify for a refund. Employees with a more infrequent work schedule are not eligible for a refund.

❖ My guest or dependent purchased a season pass before I knew I would be able to extend skiing privileges to him/ her. Are they eligible for a pass refund?

- Refunds are issued for employees only. Refunds are not available for Employee Perks.

❖ How do I request a pass refund?

- Refund Request forms can be obtained through the Human Resources Office. This form must be completed and submitted to Human Resources no later than Friday, February 28, 2025 in order to be eligible for a refund. Refunds will be processed using the original method of payment. Employees must present the original form of payment to Guest Services to process the refund. Guest Services will be provided with a list of all approved refund requests by March 17, 2025.

❖ What if I used my pass on a Employee Restriction Day?

- Refund amounts will be reduced for use on an Employee Restriction (aka Blackout or VOID) day. If your pass was used on an Employee Restriction day your refund will be reduced by the cost of a day ticket for each day of use on an Employee Restriction day.

❖ What if I'm late turning in my request form?

- Pass refund forms that are submitted after the deadline of February 28, 2025 will have the refund reduced by \$100 because of the late submission. Refund request forms submitted after April 1, 2025 will NOT be honored.

❖ If I leave employment with Mt. Rose can I or my Guest or dependent(s) keep the pass?

- Employee ski privileges are a benefit of working for Mt. Rose. Employees that leave their employment at Mt. Rose relinquish free skiing perks for themselves and their eligible guest/dependents at the time of termination.