



Policy: Removal of Location for Failure to Pay Registration Renewal Fee

Effective Date: November 2023

Policy Statement: The International Peace Garden Foundation (IPGF) has implemented a policy regarding the removal of a location from our database if the renewal fee is not paid within 12 months from the IPGF request to renew.

This policy aims to ensure the accuracy and relevance of our location database and to maintain efficient operations.

Policy Guidelines:

1. Renewal Fee:
  - a. IPGF requires an annual renewal fee for each location listed in our database.
  - b. The renewal fee amount will be communicated to the location owner or representative upon the initial listing and subsequent renewal requests.
  - c. The renewal fee must be paid within the specified timeframe to maintain the location's listing in our database.
2. Renewal Reminder:
  - a. IPGF will send a renewal reminder to the location owner or representative via email or other appropriate means at least 60 days prior to the renewal deadline.
  - b. The renewal reminder will include the renewal fee amount, payment instructions, and the deadline for payment.
3. Grace Period:
  - a. If the renewal fee is not paid by the renewal deadline, a grace period of 30 days will be granted.
  - b. During the grace period, the location will remain listed in our database, but a notification will be added to indicate that the renewal fee is overdue.

#### 4. Removal of Location:

- a. If the renewal fee is not paid within the grace period, the location will be removed from IPGF's database.
- b. Once removed, the location will no longer be visible or accessible to users searching for locations on IPGF's platforms.
- c. The removal of the location will be effective immediately upon the expiration of the grace period.

#### 5. Reinstatement:

- a. If a location is removed from IPGF's database due to failure to pay the renewal fee, the location owner or representative may request reinstatement by contacting IPGF's administrative team.
- b. Reinstatement will be subject to the payment of the outstanding renewal fee, as well as any applicable late fees or penalties determined by IPGF.
- c. IPGF reserves the right to deny reinstatement if there are additional reasons or circumstances that warrant such a decision.

#### 6. Communication:

- a. IPGF will maintain open and transparent communication with location owners or representatives regarding the renewal process, deadlines, and any outstanding fees.
- b. Any changes or updates to this policy will be communicated to affected parties in a timely manner. Non-Discrimination: IPGF will apply this policy consistently and without discrimination to all locations listed in our database. All location owners or representatives will be treated fairly and equally in accordance with this policy.

#### Policy Review:

This policy will be reviewed periodically to ensure its effectiveness and compliance with IPGF's objectives. Any necessary revisions will be made to address changing circumstances or requirements.

Approval: This policy has been reviewed and approved by the IPGF board of directors

Paula Savage

President  
International Peace Garden foundation