

Policy Title:	Payment Policy	Pages: 3
Approved:	2019	Waterloo Region Artistic Swimming Club
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## Purpose

Waterloo Region Artistic Swimming Club is a not-for profit organization. The goal of Waterloo Region Artistic Swimming Club is to operate efficiently within a balanced budget. Annual membership fees are the main income source along with any fundraising activities and hosted meets. This policy outlines payment requirements and refund circumstances.

## Scope and Application of this Policy

### Fees and Invoices

1. Payment of fees for all programs (recreational, novice, masters, competitive and high performance (HP) streams) are due in accordance with the fee schedule set annually by the Board of Directors.
2. No athlete will be allowed in the pool until registration is complete and the initial non-refundable registration fee has been received.
3. The Club reserves the right to suspend athlete participation in all training and Club activities for unpaid/late fees.
4. Athletes cannot register for any session/program until all outstanding fees are paid from previous sessions/programs.
5. Competitive and HP Stream athletes will be proportionally invoiced for competition expenses that apply to the team/club and as approved by the Board of Directors. Novice and Masters Athletes participating in an out of town meet will be invoiced for those competition expenses. Examples include, but are not limited too, hotel costs, food costs and coaching costs. Should families choose to not use these services they will still be invoiced.
6. All invoices are due within 15 calendar days of the invoice.
7. The Club strongly encourages families to make use of Electronic Funds Transfers in lieu of cheques. When cheques are used they must be given to authorized individuals only. The names of these individuals will be communicated to families at the beginning of each season. The Club will not be held responsible for lost cheques which have not been given to an authorized individual.

## **Fee Refund**

8. All eligible fee refunds covered by this policy are all subject to:

- a) a \$100.00 administrative fee; and
- b) any actual costs incurred by the Club on behalf of the athlete, which could include, for example, the cost of a personal equipment or travel fees.

9. All withdrawal/refund requests must be made in writing to the Registrar (wrascpayments@gmail.com).

10. All eligible medical withdrawals require a medical note.

### **11. Short Duration Programs:**

These are defined as programs lasting 8 weeks or less. Examples can include but are not limited to: summer camps and some recreational programs. Fees are non-refundable.

### **12. Recreational and Recreational Masters Programs:**

Fees are refundable prior to the start date and subject to deductions and conditions outlined in paragraph 8-10.

a) After the start date, fees will be refunded for medical reasons only:

- i. on a pro-rated basis excluding the first 8 weeks for full year program which are non-refundable; and
- ii. less any deductions outlined in paragraph 8-10.

### **13. Competitive Programs (Novice, Competitive Masters, Competitive and HP Streams):**

- a) Fees are refundable on a pro-rated basis prior to September 15 until one week after team selection for each competitive season subject to the applicable deductions and conditions outlined in paragraph 8-10 and less the non-deductible registration fee as outlined at registration; and
- b) All fees payable for the full year and non-refundable for any withdrawal after this date for any reason.

## **Exceptions**

14. The Board of Directors may authorize payment schedules and refunds at their discretion for exceptional circumstances not covered by this policy.

## **NSF Cheques**

15. Returned cheques are subject to an administration fee of \$25.00 plus any bank fees charged to the Club.

17. After two NSF cheques, the Club reserves the right to require alternate payment methods for all future payments.