

# **Peace River Winter Swim Club**

## **"Refund Policy"**

### **Purpose:**

To clearly communicate a consistent position for Executive and Families of the club when a request for refund of registration fees has been made.

### **Policy:**

- Once annual registration fees to Swim Alberta are paid, they are not refundable.
- Only those requests for refund (less Swim Alberta fees) made prior to December 31 of any given swim season will be considered without question. Refund requests are to be made in writing or by email and submitted to the Treasurer.
- At the discretion of the Executive, refund requests after December 31, may be considered (less Swim Alberta fees) for extenuating circumstances based on the circumstances at the time. Refund requests are to be made in writing or by email and submitted to the Treasurer.
- Any refund will be calculated and paid on a pro-rated basis.

"Pro-rated": Depending on the program the swimmer(s) is in, total fees paid (less Swim Alberta fees) will be divided by the number of swimming weeks available to that swimmer for the season, resulting in a value of dollars per week of swimming. The number of weeks the swimmer participated in, up to and including the last expected week of attendance will be multiplied by this value. The resulting value is to be subtracted from total fees paid with the balance making up the refund.

- Post dated cheques for the Swim-A-Thon will be returned in full only if the swimmer(s) leaves the club prior to the event being held.
- Post dated cheques for volunteer deposits will be returned on discretion of the board.

### **Late Registration**

- Provided there is room in the program requested, registrations will be accepted anytime during the season.
- Registration fees collected will be calculated on the same pro-rated bases for the particular program after December 1.
- Swim Alberta fees will be collected in full in addition to registration fees.
- The full Swim-A-Thon fee of \$150.00 will be collected for late club registrations prior to the event.
- All three post dated cheques for volunteer deposits will be required when registering before December 1 and to be determined by the board thereafter.