

	POLICY	Ver. 1.0
	Payment of Registration Fees and Refunds	Supersedes – July 2, 2015 Effective Date: August 30, 2017 Ratified Date: August 30, 2017

PURPOSE:

To clearly outline the process for payment of registration fees and the issuing of full or partial refunds.

POLICY:

Penetanguishene Minor Hockey Association (PMHA) will provide a clear, fair and reasonable process for the payment of registration fees and for issuing refund of payment of registration fees that will apply equitably to all players within PMHA, without exception.

Registration Fees:

Registration fees must be paid in full by September 1st; alternatively, arrangements for payment must be approved by the PMHA Treasurer.

Fees:

Registration, Rep/AE fees and try out fees will be determined by the PMHA Board of Directors annually, prior to the start of registration for the following season.

Payment Options:

- Cheques must be made payable to Penetang Minor Hockey Association and dropped into the secure drop box outside the PMHA Office.
- E-transfers will also be accepted – treasurer@penetangflames.ca.
- A printed copy of your registration receipt must be included with your payment.
- Payment may be in full or in 3-installments, with payments made in full by September 1st.
- Installment cheques must be dated July 1st, August 1st and September 1st.
- **Cash can and will only be accepted in person at the PMHA Registration Nights** and must be accompanied by a printed copy of your registration receipt.
- Any other financial payment plan must be approved by the PMHA Treasurer.

Note: Any member of PMHA that has outstanding fees, for any player, from the previous hockey season owing to PMHA, that payer and/or family will be considered not in good standing with the Association. As such, players may be registered but will not be rostered until any/all amounts owing are paid in full. In addition, any player that has outstanding fees owed to PMHA will not be eligible to obtain a Permission to Skate form or Passport until such time as the amount owing has been paid in full.

FINANCIAL ASSISTANCE

Financial Assistance can be applied for through the following programs:

Bunn's Kids - <http://www.bunnskids.com/>

JumpStart - <http://jumpstart.canadiantire.ca/en/>

We Are The Villagers - <http://www.wearethevillagers.com/index.html>

If additional financial payment options are required, please submit requests in writing to the Treasurer. Once the Treasurer has received and approved the request for alternate financial payment options, the player may be rostered to a team.

Note: Deadlines for rostering of teams will supersede any financial planning deadlines.

It is the responsibility of the parent/guardian or individual registering the player to apply for financial assistance and to communicate all relevant information to the Registrar and/or Treasurer, to ensure the continued eligibility of the player.

Registration fees received after September 1st, unless otherwise approved by the PMHA Treasurer, shall be subject to an administration charge of \$50. If a player, due to late registration, has missed part of the playing season, a reduced registration fee **may be** charged based upon the portion of the season remaining. A reduced registration fee shall only be allowed if the lateness in registration is for one of the following reasons:

- Player just moved to the area.
- Player has been injured or ill.
- Player has been trying out for a Junior Hockey Club.

Note: Late registrations will only be accepted where there is capacity to roster the player in the division in which they are eligible to play.

Refunds:

- Refunds of registration fees will be granted according to the date the written application is received and will be subject to a \$50 administration fee regardless of when a full or partial is issued.
- Refunds will be granted according to the following rules:
 - For requests received on or before Sept 30th, 100% of the registration fee paid will be refunded (less the \$50 administration fee).
 - For requests received between October 1st and October 31st, 75% of the total registration fee paid will be refunded (less the \$50 administration fee).
 - For requests received between November 1st and November 30th, 50% of the total registration fee paid will be refunded (less the \$50 administration fee).
 - For requests received between December 1st and December 31st, 25% of the total registration fee paid will be refunded (less the \$50 administration fee).

NO REFUNDS WILL BE ISSUED (FULL OR PARTIAL) AFTER DECEMBER 31st.

- All requests for partial or full refund must be made in writing to the PMHA Treasurer and must include:
 - Name of Participant.
 - Birth Year of the Participant.
 - Current mailing address under which the participant is registered with PMHA.
 - The reason the refund is being requested.
- Any outstanding fees or balances owed to PMHA will be deducted from any full or partial refunds issued. Examples of these fees include, but are not limited to NSF, late fees, clinic fees, and tryout fees.
- Any player who is suspended or expelled from playing shall not be entitled to a refund at any time.
- Any player who becomes medically unfit or receives an injury that prevents him/her from participating in minor hockey for the rest of the season, shall be entitled to a refund. The amount of the refund will be governed by the date on which the injury occurred or medical condition was noted by a physician. The player shall provide medical certification by a licensed medical practitioner in support of a refund request made on medical grounds.
- The following fees will not be considered for refund (full or partial):
 - Rep try out fees;
 - Fundraising fee.
- A refund of fees, either full or partial, from the Association does not constitute nor imply a release from the Association nor any obligation to the Association. The Association continues to hold all rights, as outlined by the OMHA, associated with the participant(s)
- It is the responsibility of the member to ensure all efforts to continue participation in PMHA activities are made.