

POLICY: REGISTRATION REFUND



EFFECTIVE: March 17, 2014

APPROVED: March 17, 2014

REVIEWED: March 17, 2014

1.0 PURPOSE

- 1.1 This policy is to provide a consistent and fair means for refunding registration money back to members who no longer wish to participate in programs offered by PRSC. The time of the skating season, the program level the member was registered in and the money and effort PRSC has committed to the registration of the member are considered.

2.0 REFUND DETAILS

- 2.1 There is \$50.00 that is non refundable from the registration fee for any skater withdrawing from any program.
- 2.2 Pre School Program;
- a) a full refund (minus \$50.00) will be given up to November 15 of the skating season.
 - b) a refund of half or 50% (minus \$50.00) of the registration fee will be given if the skater withdraws between November 16 and the Christmas break of the skating season.
 - c) no refunds will be issued if the skater withdraws after the Christmas break of the skating season.
- 2.3 Canskate Program;
- a) a full refund (minus \$50.00) will be given up to November 1 of the skating season.
 - b) a refund of half or 50% (minus \$50.00) of the registration fee will be given if the skater withdraws between November 1 and the Christmas break of the skating season.
 - c) no refunds will be issued if the skater withdraws after the Christmas break of the skating season.
- 2.4 Stepping Into Starskate and Starskate Programs;
- a) a full refund (minus \$50.00) will be given up to October 15 of the skating season.
 - b) a refund of half or 50% (minus \$50.00) of the registration fee will be given if the skater withdraws between October 16 and December 1 of the skating season.
 - c) no refunds will be issued if the skater withdraws after the December 1 of the skating season.
- 2.5 Exceptions;
- a) no refunds will be given after the respective program cut off dates unless the following applies;
 - the skater is moving away from the community
 - the skater is unable to continue skating due to illness or injury
 - b) refunds for withdrawals under these conditions shall be evaluated by the PRSC Board of Directors on a per case basis.

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3.0 ATTACHMENTS

PRSC Refund Letter.