

# PARK CITY WEST COMMUNITY CLUB

## REFUND POLICY

### How do you collect a refund from any sports program after registration?

Refunds will be requested thru the appropriate convenor. Any equipment and uniforms belonging to PCWCC and the gold copy of the registration form (Child Fitness Tax Receipt) must be returned to the convenor.

The convenor will authorize the amount of the refund to be given by the following formula:

Time of Request:

1.	Prior to the first practice/session	100%
2.	After first practice but prior to the first scheduled game/session.	75%
3.	After first scheduled league game, but before conclusion of the first one-third of the schedule/session.	50%
4.	After the first one-third of the schedule but prior to the completion of two-thirds of the schedule/session.	25%
5.	If the team/group is in the final one-third of the schedule/session or in the playoffs.	No Refund

Example:      Fee \$45.00      Schedule of 15 games/sessions

1.	Before first practice/session	\$45.00
2.	After one practice but before first game/session	75% of \$45.00 = \$33.75
3.	Between first and fifth games/sessions	50% of \$45.00 = \$22.50
4.	Between sixth and tenth games/sessions	25% of \$45.00 = \$11.25
5.	Between eleventh games/sessions and the end of the season	No Refund

Lastly, the convenor will deliver forms and information to the Club Registrar where a cheque will be issued and mailed.

**\*\* Refunds do not include any administration charges, as they are non-refundable. \*\***

## NSF POLICY

- A **\$25.00 NSF Fee** will be charged on all returned cheques.
- Repayment of returned cheques must be made in **CASH**.
- A returned cheque will result in the suspension of cheque writing privileges. All future payments to the club for registration or volunteer deposits will be **CASH ONLY**.
- No further registration will be accepted until all returned cheques have been repaid.