



Carleton Place Soccer Club Inc.

Box 85, Carleton Place, Ontario K7C 3P3

(613) 257-8618

www.cpsoccer.ca



Policy #21-2017-01

Summer Refund Policy

The Carleton Place Soccer Club provides the following process for our members to have access to a refund of membership fees when withdrawing from a specific program:

- Send all refund requests to treasurer@cpsoccer.ca with a copy of payment invoice. Ensure the e-mail subject line reads: REFUND, player's first and last names.
- Please allow up to four (4) weeks for processing.
- Refunds will be issued by the same method of payment used for registration.
- **ALL refunds are first subject to an administration fee: \$25 for Timbits program and \$50 for youth and adult programming, with the exception that there is no administration fee for 13-18-year-olds who are unsuccessful making a competitive team.**
- There are no refunds for tryout, or evaluation sessions.
- For season ending injuries, refunds will be provided upon review. A doctor's note may be required.
- All refunds are calculated from the date of request.

Timbit Program

- A full refund (less admin fee) will be issued up to and including June 30.
- 75% refund (less admin fee) will be issued for requests between July 1, and July 15.
- No refunds after July 15.

Youth Recreational, Adult Recreational, and Adult Competitive

- A full refund (less admin fee) will be issued for requests up to and including May 31.
- 75% refund (less admin fee) will be issued for requests between June 1, and June 15.
- 50% refund (less admin fee) will be issued for requests between June 16, and June 30.
- There are no refunds after June 30.

Youth Developmental and Competitive

- A full refund (less tryout/evaluation fee of \$30) will be issued for requests up to and including March 15.
- 60% refund (less tryout/evaluation and admin fees) will be issued for requests up to and including May 31.
- 40% refund (less tryout/evaluation and admin fees) will be issued for requests up to and including June 30.
- There are no refunds after June 30.

Policy voted/accepted at the Board of Director's meeting:

2017-02-01

Policy Signed by: Jayne Behrens on February 2, 2017
Jayne Behrens, Treasurer Date

Policy Signed by: Anita Ruus on 02 Feb 2017
Anita Ruus, Registrar Date

Policy Signed by: Todd Campbell on 2017-02-01
Todd Campbell, President Date