**Prince Albert Skating Club**

**Refund Policy**

**Amended: November 25, 2019**

To maintain a clear and consistent process for refund administration, the following policy has been adopted by the Prince Albert Skating Club (PASC).

**Important Notes:**

* All refund requests **must be submitted in writing** and include all necessary documentation.

A refund form is available upon request.

* **Approved refunds will be credited to the original invoice** payment.
* A **$50.00 processing fee** will be applied to all refunds.
* **Refunds under $50.00 will not be processed**.
* **No refunds** will be issued directly to members if the registration was paid by a third-party funding organization (e.g., KidSport, Jumpstart).
* **Exceptions to this policy** are at the discretion of the **Board of Directors**.
* It is the **skater/parent’s responsibility** to provide all required documentation.
* The **Registrar and Treasurer** have the authority to administer refunds in accordance with this policy.
* **All refunds** will be reported to the Board of Directors.

**Refund Procedures**

**1. Prior to the Skating Season:**

* A written explanation must be submitted to the Registrar **before the registration withdrawal deadline**.
* Refunds will exclude:
	+ Skate Canada membership fee
* A $50.00 processing fee will be applied.

**2. During the Skating Season:**

**a) Medical Reasons**

* A refund may be issued on a **pro-rated basis** if the skater is injured and a certificate is provided by a **Medical Professional or Physiotherapist**.
* Requests must be submitted **within 30 days** of the injury.
* The refund will be calculated from the **last day of skating**.
* Processing fee applies.
* Skate Canada membership fee is **non-refundable**.

**b) Relocation (50 km or more outside City Limits)**

* A refund may be issued on a **pro-rated basis**.
* Requests must be submitted **within 30 days** of the move.
* The refund will be calculated from the **last day of skating**.
* Processing fee applies.
* Skate Canada membership fee and prepaid bingo hire are **non-refundable**.

**3. PreCanSkate & CanSkate Skaters Only – Early Withdrawal Exception:**

* Within the **first two (2) lessons**, if a parent or coach determines that the skater is not ready to participate due to physical or developmental reasons:
	+ A refund may be requested.
	+ The refund will be **pro-rated from the last day skated**.
	+ A $50.00 processing fee will be applied.
	+ Skate Canada membership fee and prepaid bingo hire are **non-refundable**.