

REFUND POLICY EAU CLAIRE CURLING CLUB

Date Adopted: 10/11/2011 **Policy Holder:** Finance Committee **Review Frequency:** Annually

Purpose:

The Board of Directors and/or Treasurer uses this policy as guidelines for approving/denying fee refund requests from members.

Procedures:

1. Member submits written request for refund to Treasurer
2. Treasurer reviews and recommends refund level to Board of Directors
3. Board approves/denies/revises refund
4. Treasurer issues Board's decision and applicable fee refund within 14 days of decision

Guidelines:

1. Refunds will be provided for current season membership and league fees only. Locker rental and any special assessments are not included.
2. Electronic key fee of \$5 will be returned when the key is returned.
3. Refunds are available as a check or a credit towards the following curling season fees.
4. Refunds may be requested based on the following:
 - a. Personal: Any non-medical reason a member is no longer able to participate for the remainder of the season
 - b. Medical: Any medical condition or injury that forces a member to be unable participate for the remainder of a season
 - c. Death:
5. Definitions and suggested refund levels for all situations. The curling season generally runs from November 1 to March 15 for full season leagues. Refunds are based on the following
 - a. Full Season Leagues
 - i. Prior to November 1 – 100% membership and league fee refunded. \$5 key refund when key is returned. Locker refund if applicable.
 - ii. Curled during November only – 75% membership and league fee refunded. \$5 key refund when key is returned. Locker refund if applicable.
 - iii. Curled into December - 50% membership and league fee refunded. \$5 key refund when key is returned and NO locker refund if applicable.
 - iv. Curled into January - 25% membership and league fee refunded. \$5 key refund when key is returned and NO locker refund if applicable.
 - v. Curled into February – No refund available. \$5 key refund when key is returned and no locker refund if applicable.
 - b. Half Season Leagues –
 - i. Full refund prior to beginning of curling.
 - ii. 50% refund within 30 days of commencing curling.
 - iii. No refund after 30 days.