

Registration Fees Policy **(Approved April 15, 2008)**

The following policy applies to registration fees paid by members to belong to and participate in programs of the Yellowknife Polar Bear Swim Club (YKPBSB).

1. YKPBSB fees are set by the Board of Directors as part of the annual budget approval process. The registration fee is presented to members as one number per group (rounded up to make it even) that includes Swim Alberta fees, I Can Swim program fees, and general registration dues as applicable per group.
2. All swimmers will be registered in Swim Alberta.
3. Members must pay the full amount of the fees for the group they register in. Partial fee options are not available for swimmers who attend part time, or for swimmers who are absent from sessions regardless of the reason. On the recommendation of the registrar and Head Coach, the Board has the option of making an exception to this rule in extenuating circumstances.
4. Members have three payment options as approved by the Board:
 - a) payment in full in October
 - b) two postdated cheques for October and January as outlined, or
 - c) six post-dated cheques as outlined.

The first payment (October) in option b) or c) will include all Swim Alberta fees, I Can Swim program fees, and an appropriate portion of the general registration dues.

5. If a member leaves YKPBSB prior to January 31 of a given swim year, they are entitled to a refund of an appropriate portion of the general registration fees paid. Swim Alberta fees and I Can Swim program fees will not be reimbursed. For a refund to be considered, written notice of the intent to withdraw must be submitted by the 15th day of the month the swimmer withdraws from the program, prior to January 31st. No refunds will be made after January 31st of each swim season.
6. Members advancing up a group during the season must pay the additional fees for the new group for the balance of the season. If the member goes back a group, YKPBSB will reimburse the member the difference between the two groups for the balance of the season. The refund for group changes made from the 1st to the 15th of a month will be calculated from the first of that month. The refund for changes made from the 16th to the 31st of a month will be calculated from the first of the following month.
7. Members who have not paid their fees will be brought to the attention of the Board by December. Swimmers will not be allowed to travel to out of town events until required payments are received. The Board may also limit access to other Club events if arrears continue. Any arrears will be disclosed at the general assembly.

8. Any cheques returned by the bank will be subject to a \$30 administration fee.
9. Receipts for the children's fitness tax credit will be issued once per year in January on a sign out basis. Duplicate receipts (in the event of loss) will be issued for a \$20 administration fee per child per calendar year. If the swimmer is not returning for the fall season, contact the Registrar, and a receipt will be issued upon request.