

## CPA Saint Laurent – REGISTRATION POLICIES

### MEMBERS IN GOOD STANDING

All CPA Saint Laurent members must be members in good standing. This means that all fees including registration, coaching, test day, competition or other fees have been paid in full 5 days prior to registration.

### MEMBERS IN ARREARS

Members in arrears will not be permitted to take part in any club activity and ice privileges will be revoked until monies are paid in full. Fees for tests, competitions, etc., must be paid prior to registration.

### CONDITIONS

- 1) All prices and schedules are subject to change without notice.
- 2) The CPA Saint Laurent reserves the right to cancel any program in the event of insufficient registration.
- 3) The CPA Saint Laurent reserves the right to cancel a registration that includes a false declaration pertaining to the skating skills of the skater. (i.e. A skater with a STAR test who registers for a CanSkate, Pre-Junior or Adult session) A processing fee of \$25 fee will be applied.
- 4) There are a limited number of places in all of our programs. We cannot guarantee availability in any class. Registration is on a first-come first-served basis.
- 5) Registrations must be completed on-line and must be completed in full to be accepted. Telephone or email registrations and reservations are NOT accepted.
- 6) Cancellations and special activities associated with arena activities cannot be subject to a session replacement or reimbursement.
- 7) The CPA Saint-Laurent processes registrations in the order they have been received on-line. Full payment must be made at the time of registration. Unpaid registration fees remaining after two (2) email notifications (15 days) after the on-line registration will result in the application of a processing fee of \$25. A \$25 service fee will be charged for all payments returned by the bank.
- 8) A late fee of 20% will be added for all spring registration submitted after the registration deadline. A late fee of 10% will be applied for all summer school registrations submitted after the registration deadline; a minimum supplemental fee for the summer session will be \$10.
- 9) Low-income families who meet certain pre-established eligibility criteria can obtain a discount on the course fees. They must submit their supportive documentation to the club via email 5 days before the date of registration. This rebate is only applicable for Fall-Winter registration.
- 10) Sessions must be purchased as a complete unit; skaters are not allowed to purchase a partial session. The CPA Saint Laurent is not required to accept any registrations after the registration deadline.
- 11) A skater cannot substitute or replace a session for which they have registered by another session. If a skater wishes to skate on a session for which they have not registered, they must pay a **"patch"**.
- 12) The Biblio carte-loisirs is an ID card for anyone who wishes to participate in activities offered by accredited nonprofit organizations of the Borough of Saint-Laurent. Any false declaration will result in suspension of carte-loisirs privileges. The Biblio carte-loisirs is free for residents and non-residents and is mandatory for registration. The Biblio-carte-loisirs presented at the time of registration must be valid for the first scheduled class.
- 13) Members registered for the Fall-Winter 2017-2018 season are eligible to register during the pre-registration period for the Fall-Winter 2018-2019, 2019 spring and summer sessions. Skaters who registered only for Spring 2018 and/or Summer sessions can only register during the general registration period.
- 14) PRIVATE: No new registration in private for the Fall-Winter 2018-2019 season is possible for skaters registered during Spring 2018 or Summer 2018.
- 15) Changes to the skater category is not possible after the close of the registration period. If the skater has passed a higher-level test level during the season; they still retain the same category established at the time of validation of the registration.
- 16) MAXIMUM NUMBER OF SESSIONS:
  - a. GROUP (CANSKATE, PREJUNIOR, ADULT): A skater registering for one of these group lessons can register for a maximum of one session. If the registration exceeds the maximum number permitted, the first session listed for which they are eligible will be assigned.
  - b. PRIVATE: Maximum of 3 sessions for the Fall-Winter session and 7 sessions for the spring session. Skaters registered in CanSkate or PreJunior for the Fall Winter 2017-2018 season (max 2 sessions)

## CREDIT / REFUND POLICIES

No cash refunds will be given. Credits and refunds will not be considered after half the classes have occurred except for medical reasons (doctor's certificate required). Make-up classes and account credits are not provided for classes missed by participants.

A full credit will be issued for all requests made prior to the start of a program. An administrative fee of \$15 will apply.

No credits will be issued after the registration deadline. Medical cancellations requested after the program has started and before half of the classes have occurred must be made in writing (email to the club) accompanied by a medical certificate, the amount credited will be proportionate to the number of lessons remaining in the program minus the cancellation fee.

To obtain the maximum discount, registrations must be completed in a single transaction. Multiple transactions will not benefit from the discounted rate.

### *Reimbursement*

A service charge (\$25 Fall / Winter and Summer School, \$10 Spring) will be applied to all requests for refunds.

- The mandatory Skate Canada registration fee is not reimbursable and will be deducted from all reimbursement.
- Refund requests must be submitted in writing indicating the reason for withdrawal. Supporting documentation must be provided. The board members of the Saint-Laurent figure skating club will review the request. All decisions are final.
- The club will issue a cheque or credit to the account 2 to 4 weeks following the decision.

## TRANSFERS

Requests for transfers will be considered for:

**Fall-Winter 2018-2019:** up to August 31<sup>st</sup> (Private) and 1 week before the first Group lesson. A fee of \$10 will apply.

**Spring 2018:** 1 week before the start of the spring session. A fee of \$10 will apply.

**Summer:** 1 week before the start of the summer session. A fee of \$10 will apply.

*Once the season has begun, administrative fees of \$25 will apply for all requests to change sessions per skater. All requests for transfers made after this date will be refused.*

## CONDITIONS

Payment or credit will not be made for refunds of \$10 or less (after deduction of the administration charge).

**\*\*Please note that NEW registrations for private lessons received by mail or deposited at the club office before the first day of registration for NEW MEMBERS will not be considered. All registrations must be completed on-line.**