

CPA Saint Laurent– REGISTRATION POLICIES

MEMBERS IN GOOD STANDING

All CPA Saint Laurent (herein referred to as **CPASTL**) 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.

REGISTRATION PRIORITY

Members registered for the Fall-Winter 2024-2025 season are eligible to sign up during the pre-and general registration periods for the Fall-Winter 2025-26 season. A skater who is eligible to register during the pre- /general registration period does not confer any special status to a sibling or family member who wishes to register with the club. The new registrant **MUST** individually meet all the necessary criteria and registration requirements for consideration.

Members registered in the current **Fall-Winter** season are eligible to sign up for classes during the pre- and general registration period for the current Spring and Summer sessions. (i.e. 2025-2026)

A skater who joined the club for a Spring 2026 session is not eligible to register during the pre-registration period. A spring registration does **NOT** guarantee registration for the Fall 2026-2027 season. They **MAY** be able to register during the general registration period if they satisfy the registration requirements.

CONDITIONS

- 1) All prices and schedules are subject to change without notice.
- 2) The **CPASTL** reserves the right to cancel any program in the event of insufficient registration.
- 3) Skaters with skating abilities equivalent to CanSkate Badge 3 or higher are not eligible to register.
- 4) The **CPASTL** reserves the right to cancel a registration that includes a false declaration for their residence or to attestation of the skating skills of the skater. (i.e. A skater with skating skills badge 3 or above or who has passed a STAR test cannot register in a CanSkate Group, STAR Group Lesson or Adult Group class.) A processing fee of \$25 fee will be applied. The Skate Canada membership fee is non-reimbursable.
- 5) Cancellations and special activities associated with arena activities, acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); or borough related arena operations are not eligible for a session replacement or reimbursement.
- 6) To obtain the maximum discount, registrations must be completed in a single transaction. Multiple transactions will not benefit from the discounted rate.
- 7) There are a limited number of places in all our programs. We cannot guarantee availability in any class. Registration is on a first-come first-served basis.
- 8) Registrations must be completed on-line and must be completed in full to be accepted. Telephone or email registrations and reservations are NOT accepted.
- 9) The CPASTL 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.
- 10) Late fees: Spring: +20%, Summer School +10% (min \$10 for summer) will be applied for all registrations requested after the general registration.
- 11) Administrative fees: Request to modify a registration i) within 24 hours of completing the registration = \$5 ii) 24 hours after completing the registration and before the beginning of the session \$10 iii) after the session has begun \$15.
- 12) Low-income families who meet certain pre-established eligibility criteria can obtain a discount on the course fees. They must submit their supportive documentation obtained through the borough of Saint Laurent (green form) to the club via email 5 days before the date of registration. This rebate is only applicable for a basic Fall-Winter registration.
- 13) Sessions must be purchased as a complete unit; skaters are not allowed to purchase a partial session. The **CPASTL** is NOT obliged to accept any registrations after the general registration deadline.
- 14) A skater cannot substitute or replace a session for which they have registered by another session. Note: a skater must purchase a "patch" to skate on another session. Skaters will not be permitted to buy an "ice patch" on any "sold-out" sessions regardless of whether there are "no shows". The club must be notified in advance to determine if there is room.
- 15) This season parents and skaters must read the Preseason-Concussion-Education-Resource before registration. Parents will be required to attest that they acknowledge that they have read the document in order to complete the registration.
- 16) 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 Mandatory Biblio carte-loisirs issued by the borough of Saint Laurent at several service points such as the library, sports complex and Centre de loisirs and is available free of charge for residents and non-residents.

- 17) Make-ups, credits, or refunds for missed classes (for any reason) are not available due to class schedules and ratios.
- 18) Skaters can retain their priority home club status for the 2025-2026 season if they register with the **CPASTL** for the Fall -Winter 2025-2026 season in one of the following categories:

Regular registration	Sport Etude Registration	AP Registration
----------------------	--------------------------	-----------------

PRIVATE: It is possible for new skaters to register for Spring 2026. A spring registration does **NOT** guarantee registration for the Fall 2026-2027 season. Skaters must be registered as Skate Canada members for the current season to register for the summer session. Second club skaters may register for the spring or summer sessions.

- 19) Changes to the skater category is not possible after the close of the registration period. If the skater has passed a higher test level during the season; they still retain the same category established at the time of validation of the registration.
- 20) **MAXIMUM NUMBER OF SESSIONS:**
- GROUP (CANSKATE, ADULT): Maximum of four (4) sessions (CanSkate, CanSkate lesson, DEV).
 - PRIVATE: Maximum 4 sessions (Private, STAR group lesson, DEV, STROKING).

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-ups, credits, or refunds for missed classes (for any reason) are not available due to class schedules and ratios.

A full credit will be issued for all requests made prior to the start of a program. The Skate Canada membership fee (\$64) is not reimbursable. An administrative fee of \$25 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 date of the email will serve as the basis for the calculation of the amount to be credited. i.e. Proportional to the number of lessons remaining in the program minus the cancellation fee.

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 credit to the account 2 to 4 weeks following the decision.

SESSION TRANSFERS

Requests for transfers

- A fee of \$5 will apply for changes requested within 24 hours of completion of the registration.
- A fee of \$10 will apply for requests received before the first session.
- Once the season has begun, administrative fees of \$15 will apply for all requests to change sessions per skater *until October 10, 2025*. All requests for transfers made after 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 and payments MUST be completed on-line.**