

	POLICY NAME: Registration and Refund Policy (Session)	DATE APPROVED: Oct. 4 2023	ACTIVATED DATE: Oct. 5 2023
	Approved by: NPGA Board of Directors	Version: 2	
	Review Cycle: Reviewed annually by NPGA's Club Manager and Board of Directors. Recommended amendments to be approved by the Board of Directors.		

1.0 Purpose:

The purpose of the Registration and Refund Policy is to provide guidelines for athlete registration and refunds for programs offered by North Peace Gymnastics Association.

2.0 Registration:

2.1 Registration is accepted on a first-come first serve basis. Payments must be up to date for your athlete to be permitted on the floor. Returned payments will be charged an NSF fee of \$25.00.

2.2 Classes with insufficient registrants are subject to cancellation or we may choose to combine classes. Therefore, class dates and times are subject to change.

3.0 Refunds:

3.1 Refunds may only be issued within the first 2 weeks of the session. No refund will be issued after the second class except in the event of an injury or serious illness and only if a doctor's note is presented.

3.2 Refunds or credits will not be issued for those missing class due to sicknesses or Covid-19 related reasons.

3.3 Please allow up to 3 weeks to process a refund.

3.4 Refunds may be issued through the registration system or by cheque

3.5 A \$25.00 administration charge will be retained by NPGA.

4.0 Gymnastics BC Membership Fee

4.1 The \$55.00 GymBC Membership fee is non-refundable. All gymnasts are required to register with GymBC. This annual fee covers a gymnast from September 1, 2023 to August 31, 2024. It is non-refundable even if the gymnast is required to leave for medical reasons or the facility is due to shut down do to circumstances outside of NPGA's control.