



## **Accounts Receivable Policy: Registration and Product Fees**

### **Registration**

Registration must be made online through the registration system and paid in full or through installments with re-occurring payments set up online through PayPal. Registration must be completed 48 hours prior to the start of the first placement session, if placements/tryouts are required for that level. If not, registration is open until June 31 in the summer or December 31 in the winter or until programs are full, whichever comes first. For the purpose of programming, registrations at specific levels may have earlier posted registration deadlines. Programs are defined as training sessions or games.

If there is a problem with the account and PayPal is unable to withdraw an installment payment, the player's account will be deemed as past due. Immediate attention must be taken to replace that payment. Please contact [registrar@scotiasoccer.com](mailto:registrar@scotiasoccer.com) to assist you in this process

If a player registers at one level, but is selected for a different level, refunds or additional fees may be levied. Payment on any additional fees is due, when received. If there is an outstanding balance at the end of the season the player will not be able to register for any future seasons until the account is paid in full. A block will be set that will not permit a player to process a registration.

### **Installments and Discounts**

Discounts affect how the installment plan works with PayPal. PayPal will deduct the initial payment as discounted but is unable to apply the discount to the re-occurring payments. It is best to select full payment, when using discounts. If the club receives a registration that has been discounted with re-occurring payments set up, the account must be manually adjusted. Once the discount is manually applied to each installment, the payments will no longer perform an automatic withdraw through PayPal. The parent will then receive an account due notice and they must sign into their registration account each time to make their payment.

### **Placement Fees**

Placement/tryout fees are listed as a mandatory fee for programs requiring attendance at placement sessions. In the case where a player registers for one program and later requests approval to attend a placement session for a different program, the player can select the placement/tryout fee manually at the time of registration or if already registered, must contact the [registrar@scotiasoccer.com](mailto:registrar@scotiasoccer.com) who will adjust the account to add the placement fee. This fee must be paid online, 48 hours prior to the first placement session. If not paid, the player will not be added to the placement/tryout list and cannot attend the session.

Approval or Adoption Date: 21 Apr 2017

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### Kit Fees

Kit fees are listed as mandatory purchases at the time of registration, if new kits are required each season. If the player registers for a specific program where there is an optional kit listed for purchase and they do not own one, they should select the option to purchase. If the player pays for a kit but does not make a team, the amount will be refunded.

### Funding

Parents/Guardians must identify their child who is being considered for funding by KidSport or Jump Start by contacting the [registrar@scotiasoccer.com](mailto:registrar@scotiasoccer.com) and submitting a copy of their application. The Club does not require any support documents submitted to the agencies. Once a copy of the application is received, the Registrar will provide the parent with a coupon code to cover up to \$300 for funding for each agency. The parent will then register the player online and apply the coupon code as payment or partial payment for their program. If funding does not cover the full registration fee, the parent is responsible to pay the remaining balance on the account. If funding is not approved, parents are required to pay the full amount owing or risk the child being removed from the program.

Information and application deadlines for KidSport or Jump Start are:

#### KidSport

January 1, March 1, May 1, July 1, September 1  
Applications take 3 – 4 weeks to be processed

#### Jumpstart

Between January 15 and November 1  
Applications take 6 – 8 weeks to be processed

More information on these organizations can be found at:

KidSport: [www.kidsportcanada.ca](http://www.kidsportcanada.ca)

Jumpstart: <http://jumpstart.canadiantire.ca/>

### Refunds for Products and Special Programs

If a placement/tryout fee or kit is paid during registration and the player does not use this product, those amounts will be refunded once all placement sessions are complete. If a special program is selected or is automatically charged to the registration and the player is not selected for the program, that amount is refunded once all placement sessions are complete. If a player is pre-approved for manual installments, they must complete the payment plan form on the last page of this policy.

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## Payment Plan

I, \_\_\_\_\_ agree to the following payment plan in order for  
(Parent/Guardian name)  
\_\_\_\_\_ to be able to play for the season as outlined below.  
(Player name)

Parent/Guardian: \_\_\_\_\_

Player: \_\_\_\_\_

Age Group: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Schedule:

Date	Amount	Date & Amount Received

Signed: \_\_\_\_\_

*An email confirming agreement will also be accepted as a signed copy*