



Sudbury Canoe Club Refund Policy

- Registrations are only considered final when full payment is made.
- All cancellation/refund requests must be done in writing to the SCC Office manager and the respective Program Coordinator. All refund requests will take up to 2 weeks to process.
- Participants in any program which is cancelled due to not meeting minimum registration levels or for any other reason will be offered spaces in similar program or refunds prorated based on the proportion of the program remaining.
- Refunds are not granted for inclement weather. Coaches/Program Coordinators will do their best to reschedule sessions in the current season.
- No refunds will be issued if a participant leaves a program due to disciplinary issues.
- Non usage does not constitute acceptable rationale for refund request
- Refunds on past account credits will be issued minus a \$50 administration fee.*
- The Sudbury Canoe Club membership season (the '**Membership Season**') begins June 1 and ends September 30 each calendar year. The Membership Season duration is 4 months.

PROGRAM	DETAILS	EXAMPLES
Membership	<p>All membership cancellations will be subject to a \$50 administration fee.</p> <ol style="list-style-type: none"> 1. Should the request for cancellation/refund occur <i>in advance</i> of the Membership Season, a full refund of the membership fee will be provided, minus the administration fee. 2. Should the request for cancellation/refund occur <i>within</i> the Membership Season, the administration fee is changed and a prorated amount is refunded based on the below formula: <ol style="list-style-type: none"> a. Cancellation request in June= 75% refund b. Cancellation request in July = 50% refund c. Cancellation request in Aug = 25% refund d. Cancellation request in Sept = no refund 	<p>*Ex: a \$200 annual membership is pro-rated monthly at \$50/mth for a total of 4months(June-sept).</p> <p>If a member cancels membership on June 15th their refund would be:</p> <p>75% of \$200 = \$150 Minus the admin fee = \$50 Total refund = \$100</p>
Sprint Team paddling program, U12,U14,U16, Advanced/High performance, Spring Training, Fall training, Winter training,	<p>For program that are 8 weeks or less: Cancellation requests within the first 2 weeks will be processed in full minus a \$50 administration fee. Cancellation requests that are done following the first 2 weeks will not be processed.</p>	<p>*For programs that are >8weeks Ex: Assuming total cost of a 6 months program is \$1200, if program runs May-October (total of 6 months) and member requests a</p>

	<p>For programs that run greater than 8 weeks: All cancellation requests will be subject to a \$100 administration fee. All refunds will be calculated based on an amount equal to the prorated the number of full months remaining on the program.</p>	<p>refund July 1st, then member will be refunded \$700 (\$200 for each full month not used (\$800) minus \$100 administration fee)</p>
<p>Summer Camps 1 week camps</p>	<ol style="list-style-type: none"> 1. If cancellation is requested at least 2 weeks before the start of the camp, then a refund will be issued less a \$50 administration fee. 2. If cancellation is requested within 2 weeks prior to the start of the camp, a refund will be issued less 50% of the camp fee. 3. All cancellation requests occurring the Friday before the start of the camp (or later) will not be processed. 4. There is no refund available once the camp has started. 	