

<b>Logan County Soccer Club (LCSC)</b>	Policy: LCSC0026	Page: 1 of 2
	Refund of Registration Fees	
	Policy Number: LCSC0026	Date Implemented: <b>April, 2004</b>
Approved By: <b>Board of Directors</b>	Reviewed/Revised: July, 2004	

**PURPOSE:**

To establish guidelines for refunding Registration Fees

**POLICY:**

It is the policy of Logan County Soccer Club that refunds of Registration fees be disbursed as follows:

- 90% - if refund requested prior to team formation
- 75% - if refund requested prior to Scrimmage Saturday
- 50% - if refund requested prior to 1<sup>st</sup> game
- 0% - refund requested on the day of, or after the 1<sup>st</sup> game

**SCOPE:**

Logan County Soccer Club

**RESPONSIBILITY:**

Board of Directors, Logan County Soccer Club

**PROCEDURE:**

A written request for refund of Registration fees must be received by the LCSC Registrar for the request to be valid.

A written appeal of the refunded amount may be submitted, along with a signed and dated copy of the receipt from the Registrar, to the 2<sup>nd</sup> Vice President of LCSC if there is extenuating circumstances.

- The appeal of the refund must be submitted, in writing, to the 2<sup>nd</sup> Vice President no later than one (1) week after the LCSC Registrar has denied the refund or credited the appropriate amount of the refund to the requesting person.
- The 2<sup>nd</sup> Vice President will review the appeal and recommend action to the Registrar/Treasurer

- If the outcome of the 2<sup>nd</sup> Vice President's review is to uphold the amount refunded, an appeal to the full Board of Directors may be made.
  - The appeal to the Board of Directors must be made in writing, with a signed and dated copy the decision of the 2<sup>nd</sup> Vice President, no later than one (1) week after the revue by the 2<sup>nd</sup> Vice President
  - The Board of Directors will hear the appeal at the next scheduled Board meeting.
  - The decision of the Board of Directors on the results of the appeal will made in writing by the Registrar within 5 business days to the party that appealed the decision to the Board.
- The decision of the full Board of Directors is final and binding.