



## Carleton Place Soccer Club Winter Refund Policy - EFFECTIVE 2016

Refund requests are to be made by email to the [Manager@cpsoccer.ca](mailto:Manager@cpsoccer.ca) or [Treasurer@cpsoccer.ca](mailto:Treasurer@cpsoccer.ca)

All refunds will be processed within two weeks after the refund request has been received.

### **Full Refund**

Refund Requests received prior to club winter program starting will be subject to a \$25 administration fee.

### **Partial Refund**

Refund requests received from first day the clubs winter program starts up to and including October 31<sup>st</sup> will be subject to a penalty of 25% of the full applicable program fee.

Refund request received between November 1<sup>st</sup> up to and including November 30<sup>th</sup> will be subject to a penalty of 50% of the full applicable program fee.

Refund request received between December 1<sup>st</sup> up to and including December 31<sup>st</sup> will be subject to a penalty of 75% of the full applicable program fee.

No refunds will be issued after December 31<sup>st</sup>.