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AUDIENCE

All committee members, registered players and parents/guardians.

This policy contains important information that affects the processes our members use.

Refund of Registration Fees

8.1 Subject	Club policy on the refund of player registration fees paid to the club.
8.2 Purpose	To provide a policy for the refund of player registration fees paid to the club when, for one reason or another, a player decides he or she is no longer available or is unable to continue playing for the club and a refund is requested.
8.3 Principle	At the Brindabella Blues Football Club we aim to improve financial control and management of registration fees applicable to registered players with the club.
8.4 Process	<p>The following process is to be followed when a request is made to the club for refund of registration fees.</p> <ol style="list-style-type: none"> 1. The player or parent/guardian of the player shall make an application in writing on Form K – Registration Refund (Application Form) to the Registrar for consideration of a refund of registration fees outlining the reasons for the application. Only requests in writing shall be considered. 2. Once the application is received, a determination to approve or reject the request will be made after due consideration by the Registrar. The claimant will be notified within 21 days of application. The determination in writing will be sent to the claimant with any refunded amount if applicable. 3. A full refund of the Player Registration Fee *1 paid less an Administration Fee *2 will be paid up until the first day of the competition. The date on the postmark will be taken as the date of application for refund, or if hand delivered to the Registrar, the date received. In the case of electronic lodgments, the date will be the date on the Email received. 4. After the first competition match and before the start of the second half of the season, a refund will be given as follows; <ul style="list-style-type: none"> • Player Registration Fee *1 minus Core Fee *3 minus Club Fee *4 x (Total number of competition games divided by competition games played) = Total Refund 5. No refund will be given after the start of the second half of the season.
8.5 Notes	<p>*1. The Player Registration Fee is the actual fee paid by a player to play, with the club, ie with any discounts for siblings or participation by parents in the club applied for.</p>

<p>8.5 Notes Con't</p> <p style="text-align: center;">1</p>	<ul style="list-style-type: none"> *2. The Administration Fee is 10% of the fee charged to register a single player for the season. *3. The Core Fee consists of the fixed non-refundable fees (eg registration fee, football levy, etc) paid by the club for each player for the season. See policy Doc No: FP5 / Fee Schedule for more detail. *4. The Club Fee consists of those fees paid on a regular basis to run the club (eg ground hire. referees' fees, etc). See policy Doc No: FP5 / Fee Schedule for more detail.
<p>8.6 Reference Codes</p>	<p>1 = Doc No: FP5. – Fee Schedule / Clause 5.1</p>