

High Park Club

## Refund & Late Starter Policies



**Category:** Membership, Finance

**Subject:** Membership Fees

**Date:** April 2023 (APPROVED)

**Date of Next Review:** Spring 2024

**Prepared By:** General Manager

### Key Principles

1. Membership at High Park Club (HPC) is annual, with seasonal athletic (i.e. curling & tennis) memberships being addressed in the subsequent sections of this policy.
2. For the purposes of this policy, fees are defined as the following:
  - a. House Fees - The sum of the House Fee and Capital Levy
  - b. Section Fees - The sum of all Section Fees the member has paid
  - c. Prize Fund Fees - the sum of all Prize Fund Fees the member has paid
  - d. Ancillary Fees - The sum of all other fees, including, but not limited to locker fees and OCA/OTA fees
  - e. Tennis Initiation Fee - A fee charged to new tennis members.

### Refunds - Curling

3. Curling privileges at High Park Club (HPC) are for the regular curling season from approximately September 15th until April 30th. Curling members are eligible for section play, to spare with other teams and in other sections, to participate in bonspiels (for a fee if applicable), to use practice ice as available, and to use the Club's other facilities throughout the year. It is understood that those registering for membership at HPC are committing to their membership for the entire curling season and that their annual and athletic membership fees will be non-refundable except as provided herein.
4. A curling member who has registered and paid for one or more sections, and who subsequently determines that they cannot play in the regular curling season may, by notice in writing to the Club office, withdraw from one or more sections for any reason, and will be entitled to a refund based on the following schedule:
  - a. On or before October 1st - full refund of House Fees, Section Fees, Prize Fund Fees, and all other ancillary fees plus applicable taxes.

- b. From October 1st to December 31st - 50% of House Fees, Section Fees and Prize Fund Fees, if charged, for the relevant sections plus applicable taxes.
  - c. On or after January 1st - refunds will be assessed on a case-by-case basis by the Club's Management Team and/or Executive Committee, and will only be granted in extraordinary circumstances.
5. A curling member who has paid the House Fee in full, but has received a full or partial refund of their Section Fees will retain their status as a Member in Good Standing for the membership year ending August 31st.

## Refunds - Youth Curling

6. Youth curling members may withdraw from the youth curling program (Juniors or Little Rocks) within 3 weeks of joining and may receive a full refund including all fees and applicable taxes.

## Late Starter - Curling

7. Prospective members may join as a Curling Member prior to Mar 31st of each season, provided there is space available in their preferred section.
8. Prospective members who wish to join one or more curling sections are subject to the following fees:
- a. From October 1st to December 31st - full House, Section and Ancillary fees plus applicable taxes will be charged.
  - b. From January 1st to March 31st - 50% of House, Section, and Ancillary fees plus applicable taxes will be charged.
  - c. On or after April 1st - New curling members are not eligible to join.

## Refunds - Tennis

9. Tennis privileges at High Park Club (HPC) are for the regular tennis season from approximately June 1st until Thanksgiving. Tennis members are eligible to book courts based on the Club's rules and guidelines, to participate in tournaments (for a fee if applicable), and to use the Club's other facilities throughout the year. It is understood that those registering for membership at HPC are committing to their membership for the entire tennis season and that their annual and athletic membership fees will be non-refundable except as provided herein.
- a. On or before June 1st - full refund of the House Fees, Section Fees, Prize Fund Fees, and all other ancillary fees plus applicable taxes.

- b. From June 1st to July 31st - 50% of House Fees, Section Fees, ancillary fees, and any Prize Fund Fees that have been charged plus applicable taxes.
  - c. On or after July 1st - refunds will be assessed on a case-by-case basis by the Club's Management Team and/or Executive Committee, and will only be granted in extraordinary circumstances.
10. The Tennis Initiation Fee is non-refundable.
11. A Tennis member who has paid the House Fee in full, but has received a full or partial refund of their Section Fees will retain their status as a member in Good Standing for the membership year ending April 30th.

## Late Starter - Tennis

12. Prospective members may join as a Tennis Member prior to July 31st of each season, provided there is space available in the Tennis Section.
13. Prospective members who wish to join the tennis section are subject to the following fees:
- a. From June 1st to July 1st - full House, Section and Ancillary fees plus applicable taxes will be charged.
  - b. From July 1st to August 31st - 50% of House, Section, and Ancillary fees plus applicable taxes will be charged.
  - c. On or after August 31st - New Tennis Members are not eligible to join.
14. The Tennis Initiation Fee will be charged in full, regardless of when a new member joins the Tennis Section.

## Refunds - House Members & Friends of HPC

15. Non-athletic House and Friend of HPC memberships are refundable on a monthly pro rata basis based on the 1st of the month in which the member was charged for their membership.

## Leave of Absence

16. Members may request a leave of absence from one or more athletic memberships within a single year for injury or other medical reasons.
17. If a member wishes to retain section returning status in the year following their leave of absence, members shall be assessed the full House Fee, including the Capital Levy.

18. Members may not utilize the Club's Leave of Absence Policy in consecutive years.

## Events beyond the control of the Club

19. If there are events outside of the control of the Club which require, for example, closure of the club, modification of the curling season, and/or delays or alterations in section play or other club activities; the Board of Directors may, based on the particular circumstances, consider paying refunds, partial refunds or no refunds of membership fees. The decision of whether or not to pay refunds in each such particular circumstance will be at the sole discretion of the Board of Directors.
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## Procedures

20. A member who wishes to request a full or partial refund should submit their request in writing to the Club office.
21. All refund requests will be reviewed by the General Manager of the Club or their designate for approval. Refund requests that fall outside the parameters of this policy may be considered at the sole discretion of the Club's Executive Committee or full Board of Directors.
22. Refund requests received before March 31st (July 31st for the tennis season), if approved, will be refunded by cheque or to the member's account, whichever method is preferred by the member.
23. Refund requests received after March 31st (July 31st for tennis), if approved, will be provided as a credit to the member's account.