



# Surrey Minor Hockey Association Request for Refund

## REFUND POLICY AND REQUEST FOR REFUND

1. It is the responsibility of the parent of the player to apply in writing for any refund. A separate form is to be submitted for each player for which you are requesting a refund.
2. Refunds of registration fees must be requested using the Request for Refund form and submitted to the Registrar up until January 1<sup>st</sup> of the current hockey season.
3. All refund amounts will be determined based on the date received.
4. All refunds are subject to the \$50 administration fee.
5. There will be no refunds for any players currently serving a suspension from Surrey Minor Hockey Association (SMHA), Pacific Coast Amateur Hockey Association (PCAHA), BC Hockey or Hockey Canada.
6. There will be no refunds for any players whose applicable fees have not been paid in full or have monies owing to the Association.
7. Please allow two (2) weeks for processing of the refund. After that period, any inquiries regarding payment of refunds should be directed to the Treasurer.

Once the request for a refund of the registration fees is received by the registrar, the amount of the refund will be determined as follows:

- A \$50 administration fee will be assessed to ALL registration refunds
- 100% fees refunded (minus administration fee) before September 1st
- 75% fees refunded (minus administration fee) before October 15th
- 50% fees refunded (minus administration fee) before December 31st
- No refunds after January 1<sup>st</sup> of the current season
- 100% fees refunded for Rep Try outs before August 1st
- No refunds for Rep Try outs after August 1<sup>st</sup>
- No refunds for Rep Carding Fees

ALL refunds need to be completed on the refund request form and must be either faxed to the Registrar @ 604-594-6057 or emailed to the Registrar at [registrar@surreyminorchockey.com](mailto:registrar@surreyminorchockey.com).

**NO EXCEPTIONS!**



# Surrey Minor Hockey Association Request for Refund

Please fill out this form in order to receive a refund. A separate form is to be submitted for each player for which you are requesting a refund. When complete, fax to 604-594-6057 or email to [registrar@surreyminorchockey.com](mailto:registrar@surreyminorchockey.com).

The refund structure will be as follows after registration:

- A \$50 administration fee will be assessed to ALL refunds
- 100% fees refunded (minus administration fee) before September 1<sup>st</sup>
- 75% fees refunded (minus administration fee) up to October 14<sup>th</sup>
- 50% fees refunded (minus administration fee) up to January 1<sup>st</sup>
- No refunds after January 1<sup>st</sup> of the current season
- No refunds for Rep Try outs after August 1<sup>st</sup>
- No refunds for Rep Carding Fees

Player's Name:	
Division Registered In:	
Payee/Parent's Name:	
Payee/Parent's Address:	
City:	Postal Code:
Reason for Refund: _____ _____	

Payee/Parents' Signature: \_\_\_\_\_

### ***S.M.H.A. Use Only***

Fee Paid: _____	Date Received: _____
% applied: _____	
Admin Fee: \$50.00	
Refund Amount: _____	Approved by: _____
Cheque #: _____	Date Mailed: _____