



# Surrey Minor Hockey Association

## Request for Refund/Withdrawl

### REFUND POLICY AND REQUEST FOR REFUND/WITHDRAWL

1. It is the responsibility of the parent of the player to apply in writing for any refund/withdrawl. A separate form is to be submitted for each player for which you are requesting a refund/withdrawl.
2. Refunds of registration fees must be requested using the Request for Refund/Withdrawl form and submitted to the Registrar up until December 31st of the current hockey season.
3. All refund amounts will be determined based on the date received.
4. All refunds/withdrawls are subject to an administration fee (see below).
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 [registrar@surreyminorhockey.com](mailto:registrar@surreyminorhockey.com).

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 applied to each refund/withdrawl request.
- 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 1st of the current season
- 100% fees refunded (minus administration fee) for Rep Try outs before Jul 31st
- No refunds for Rep Try outs after Aug 1st
- No refunds for Rep Carding Fees
- 100% fees refunded (minus administration fee) for Prep Camp before Jul 31st
- No refunds for Prep Camp after Aug 1st

ALL refunds/withdrawls need to be completed on the refund request form and must be emailed to [registrar@surreyminorhockey.com](mailto:registrar@surreyminorhockey.com).

**NO EXCEPTIONS!**



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Please fill out this form in order to receive a refund or withdraw. A separate form is to be submitted for each player for which you are requesting a refund/withdrawl. When complete, please email to registrar@surreyminorhockey.com.

The refund structure will be as follows after registration:

- A \$50 administration fee will be applied to each & any approced refund/withdrawl request
- 100% fees refunded (minus administration fee) before September 1st
- 75% fees refunded (minus administration fee) up to October 14th
- 50% fees refunded (minus administration fee) up to January 1st
- No refunds after January 1st of the current season
- No refunds for Rep Try outs or Prep Camp after August 1st
- 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/Withdrawl:**

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

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

Fee Applied:		Date Received:	
% Applied:		Approved By:	
Admin Fee:	\$50.00	Date Mailed:	
Refund Amount:			
Cheque #:			