



**Kitsap Alliance FC**  
**Registration Fee Refund/Reduction Policy**  
*Effective 02/24/14*

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Kitsap Alliance FC is located within a geographical area containing a high percentage of military personal. As such, there can be a number of families who are leaving or coming into the area throughout the “Playing Season”. Primarily because of this as well as other potential reasons a player may have for leaving or joining the club during the “Playing Season”, Kitsap Alliance FC has developed the following Policy to allow for:

- a potential partial Registration Fee Refund/Credit (see Section I) for those participants leaving the club during the “Playing Season”
- a potential Reduction of Registration fees (see Section II) for those participants joining the club during the “Playing Season.”

For the purpose of this document, **Playing Season** is defined as the period from

<b>BU16, BU17 &amp; BU18</b>	<b>All Others</b>
<b>Playing Season</b> March 1 <sup>st</sup> thru February 28 <sup>th</sup>	<b>Playing Season</b> = May 1 <sup>st</sup> thru April 30 <sup>th</sup>

**Section I. Potential Registration Fee Refund/Credit**

If a player is leaving the club for any of the following reasons during the Playing Season:

1. Family leaving the immediate geographical area due to a transfer/job change.
2. Family decides to have a player leave the Kitsap Alliance FC during the Playing Season due to being unhappy with the Team/Club.

**Note:** Before any potential Registration Fee Refund/Credit will be processed under this scenario (#2 above), the family must first agree to meet with at least one of the Kitsap Alliance FC’s Parent/Player Liaisons (Kitsap Alliance FC VP and/or the Kitsap Alliance FC DOC) to discuss the matters of concern – thus providing the club an opportunity to find a solution that is satisfactory for all concerned short of the player leaving the Club. Following such a meeting, if an acceptable alternative solution has not been agreed upon, the applicable Kitsap Alliance FC Parent/Player Liaison will notify the Club Treasurer to proceed with the processing of a Registration Fee Refund/Credit.

The player may be entitled to a pro-rated rebate of the tuition that has been prepaid or credit may be applied to their current balance (including Volunteer Hours) using the applicable scale below as determined by the club Treasurer (*see next page*):



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**Scales for Potential Registration Fee Refund/Credit**

**Players - U15 and Below:**

<b><i>When During Playing Season</i></b>	<b><i>Potential Refund/Credit</i></b>
Prior to the start of the Summer Tournament	Up to 70% of tuition less initial down payment
Prior to the Start of the Fall Season	Up to 50% of tuition less initial down payment
During the Fall Season	A % between 40% & 20% of tuition less initial down payment based on the % of Fall Season before withdrawal from club
After Completion of Fall Season & before the start of Winter/Spring Season	Up 20% of tuition less initial down payment
During Winter/Spring Season	A % between 20% & 5% of tuition less initial down payment based on the % of Winter/Spring Season before withdrawal from club
After Completion of Winter/Spring Season	0% less initial down payment

**Players - BU16 and Above:**

<b><i>When During Playing Season</i></b>	<b><i>Potential Refund/Credit</i></b>
Prior to the start of the Summer Tournament	Up to 70% of tuition less initial down payment
Prior to the Start of the Fall Season	Up to 50% of tuition less initial down payment
During the Fall Season	A % between 40% & 5% of tuition less initial down payment based on the % of Fall Season before withdrawal from club
After Completion of Fall Season	0% less initial down payment

**Players - GU16 and Above:**

<b><i>When During Playing Season</i></b>	<b><i>Potential Refund/Credit</i></b>
Prior to the start of the Summer Tournament	Up to 70% of tuition less initial down payment
Prior to the Start of the Winter/Spring Season	Up to 50% of tuition less initial down payment
During the Winter/Spring Season	A % between 40% & 5% of tuition less initial down payment based on the % of Winter/Spring Season before withdrawal from club
After Completion of Winter/Spring Season	0% less initial down payment



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### Section II. Potential Reduction of Registration Fees

If a player is joining the club during the Playing Season:

1. The player may be entitled to a pro-rated reduction of the total tuition initially charged for the particular age group using the applicable scale below as determined by the club Treasurer:

**Note:** Former Kitsap Alliance FC players from previous years are not eligible for any reduction in Registration Fees due to late registration.

#### *Players - U15 and Below:*

<i>When During Playing Season</i>	<i>Potential Tuition Reduction</i>
Prior to the start of the Summer Tournament	0%
Prior to the Start of the Fall Season	5% minus the initial down payment
During the Fall Season	A % between 5% & 50% based on the % of Fall Season completed before joining the club minus the initial down payment
After Completion of Fall Season & before the start of Winter/Spring Season	50% minus the initial down payment
During Winter/Spring Season	A % between 50% & 100% based on the % of Winter/Spring Season completed before joining the club minus the initial down payment
After Completion of Winter/Spring Season	100% plus waving of the initial down payment. Only Cost = \$50 for admin. expenses

#### *Players - BU16 and Above:*

<i>When During Playing Season</i>	<i>Potential Tuition Reduction</i>
Prior to the start of the Summer Tournament	0%
Prior to the Start of the Fall Season	5% minus the initial down payment
During the Fall Season	A % between 5% & 95% based on the % of Fall Season completed before joining the club minus the initial down payment
After Completion of Fall Season	100% plus waving of the initial down payment. Only Cost = \$50 for admin. expenses

#### *Players - GU16 and Above:*

<i>When During Playing Season</i>	<i>Potential Tuition Reduction</i>
Prior to the start of the Summer Tournament	0%
Prior to the Start of the Winter/Spring Season	5% minus the initial down payment
During the Winter/Spring Season	A % between 5% & 95% based on the % of Fall Season completed before joining the club minus the initial down payment



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After Completion of Winter/Spring Season	100% plus waving of the initial down payment. Only Cost = \$50 for admin. expenses
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**Section III. General Notes**

1. Any disagreements with the Club Treasurer regarding the implementation of this policy are to be addressed via the Club’s Finance Committee.
2. Any/All proposed changes to this policy should be initially reviewed by the Club’s Finance Committee. The Finance Committee will make its recommendations concerning the potential modifications to the BOD for final review/approval.

**Section IV. Processing Information**

Players Name: \_\_\_\_\_ Team Joining/Departing: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Date of Joining/Departure: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Coaches Signature: \_\_\_\_\_ DOC’s Signature: \_\_\_\_\_

Action/s taken by Treasurer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Notes: