

# *SWIM BELTON*

## BILLING POLICIES

(Revised August 2009)

1. The *SWIM BELTON* registration fee is \$60 yearly per swimmer. Members who join between May 1<sup>st</sup> and July 31<sup>st</sup> will be charged a prorated registration fee of \$40. All swimmers will pay the \$60 fee each year during "annual registration" which is typically in September/October. Families with three or more swimmers will only pay this fee for the first two swimmers.
2. First month dues at sign up may be prorated to ½ month if the member joins after the 15<sup>th</sup> of the calendar month.
3. Account statements for each month will be EMAILED before the 1<sup>st</sup> of the month. Full payment of account balances is due on the 1<sup>st</sup> of the month and will be considered "late" after the 10<sup>th</sup>. If you are interested in setting up payments via ACH automatic draft, please let us know.
4. There will be \$15.00 late fee charged for any payment received after the 10<sup>th</sup> of the month. If special consideration is needed, please contact Coach Mike Burt and your account will be reviewed.
5. One Month Only Policy: Those wishing to participate for one month only or for a short duration will pay a prorated fee of \$20 for the SWIM BELTON Annual Registration, plus the appropriate monthly training fee, plus any required USAS Fees. You must notify us of the length of stay BEFORE attending practices.
6. Members with balances over 30 days old will not be eligible to enter meets or participate in practice until the account is brought current. Balances 60 days overdue will result in termination of membership privileges. **You must contact Coach Mike Burt to avoid termination of your membership.**
7. If a member quits the program or is dropped from *SWIM BELTON* due to a delinquent account, overdue and current account balances are immediately due in full. The member will be allowed to rejoin the program only after the past due balance is cleared and a joining fee of \$20.00 is paid. Any exemption of the \$20 fee will be made on a case by case basis.
8. A delinquent account with a balance that is 60 days overdue will be reported to the credit bureau and forwarded to a collection agency for collection efforts. In addition to the delinquent balance owed to *SWIM BELTON*, the member will be responsible for the additional fees charged by the collection agency.
9. Each member will be charged **a full month's dues** for every month in which they compete or attend a training session. Monthly dues are not refundable for a partial month. Fees will not be prorated under any circumstance other than a **documented medical condition** that would prohibit physical participation. Team members who do not participate in a specific month of training risk losing their spot in their respective practice group. They will be assigned a practice group by the head coach when returning, based on space availability and ability to fulfill practice requirements. DUE TO SWIM BELTON'S ANNUAL AUGUST CLOSING, AUGUST DUES WILL BE PRORATED ACCORDINGLY. Details of the August prorated dues will be provided each July.
10. Members who will be out of practice for 30 consecutive calendar days or more, must give notice in writing and place that notice in the red lock box on or before the 15<sup>th</sup> of the month PRIOR to the start of leave to adjust their account. Accounts will not be adjusted retroactively regardless of reason.  
  
Example: Due to your child going away to summer camp for two weeks in July and then your family also taking a vacation in July, you decide that your child will not participate in SWIM BELTON practices and/or meets during July. In this case, to avoid paying dues for July, "written notice" would need to be placed in the red box prior to June 15<sup>th</sup>.
11. **Any swimmer wishing to drop out of the program must notify SWIM BELTON in writing by the 15<sup>th</sup> of the month in order to avoid being billed for the next month.** Place your written notice into the red lock box. Verbal notice to a coach is not proper notice. If proper notice is not given, the member will be responsible for all charges on the account.

12. If a member is unsatisfied with the SWIM BELTON program and wants a refund, an assessment will be conducted to determine the cause of dissatisfaction. Requests of this type will be evaluated on a case-by-case basis. Members who are unsatisfied with the SWIM BELTON program after the first five calendar days of participation may withdraw their membership in writing and be eligible for a refund of club fees but WILL FORFEIT the USA Swimming registration fee. Again, these refunds will be considered on a case-by-case basis.

13. A member may contact Coach Mike Burt with questions on the accuracy of any SWIM BELTON statement. If it is determined that a member was incorrectly charged, the member is entitled to a prompt refund of all incorrect amounts. **Please contact Coach Mike Burt (coachmike@swimbelton.com) for all billing questions and information changes.**

Detailed below is a summary of the fees and/or dues that may appear on the monthly bill. Each member will be responsible for these financial obligations.

1. **Registration Fees** – At the beginning of each year (September), families are required to pay a yearly SWIM BELTON registration fee, as well as a USA Swimming registration fee before participation. SWIM BELTON's National Governing Bodies are U.S.A. Swimming and U.S. Masters.

2. **Monthly Dues** - Each member is required to pay the appropriate monthly training dues in a timely fashion as set forth in this billing policy. As your child moves up through our workout groups, they will increase their amount of practice time. This explains the increase in monthly dues for the different training groups.

3. **Meet Entry Fees** - The entry fees (set by the team hosting a meet) are charged for each meet entered by a member. These fees are due when you place your meet entry in the red box. PLEASE do NOT submit an entry form without accompanying payment.

4. **Meet Entry Surcharge** – Each meet entry has a \$5.00 surcharge. The purpose of this is to help offset our coaches travel expenses.

5. **Member Traveling Expenses** - If the team provides some portion of travel for a member, that member is responsible for reimbursing SWIM BELTON.