



## **BGHC Refund Policy and Procedure**

### **Refund Policies**

For House League programs, the following refund policy will apply.

1. Withdrawal any time up to August 31 will be subject to a \$25 administration fee per withdrawing player.
2. Withdrawal between September 1 and September 30 will be subject to a \$55 administration fee per withdrawing player. This can be reduced to \$25 at the discretion of the BGHC Treasurer if the OWHA player registration fee has not yet been paid.
3. Withdrawal between October 1 and October 31 will be subject to a \$125 administration fee per withdrawing player.
4. No refunds will be issued for withdrawal after October 31 except for season ending injuries. A doctor's note will be required to receive a refund under these circumstances and a refund will be issued as deemed fair and reasonable in the circumstances but there will be a minimum \$125 administration fee.

For the Rep program, the following refund policy will apply with respect to the BGHC portion of the fee. The team fee will only be refunded if a substitute player is found for the team and any other team affected by coincidental player movement. For any rep team requiring a deposit upon team roster spot acceptance, the deposit is non-refundable.

1. Withdrawal any time up to August 31 will be subject to an administration fee of \$200.
2. Withdrawal between September 1 and September 30 will be subject to an administration fee of \$300.
3. No refund will be issued for withdrawal after September 30 except for season ending injuries. A doctor's note will be required to receive a refund under these circumstances and a refund will be issued as deemed fair and reasonable in the circumstances based on pro-rata costs to date of receipt of the doctor's note.

For purposes of any of the above refunds, "withdrawal" includes voluntary withdrawal from the program by the participant or dismissal from the program by the BGHC for disciplinary reasons.

### **Refund Procedure**

In order to be eligible for a refund, the member (or the member's parent if the member is under 18) should email the BGHC Treasurer at [treasurer@bghc.ca](mailto:treasurer@bghc.ca) and request a refund, stating the reason for withdrawal. The date of withdrawal will be the date of the email request.