



# OLDS MINOR HOCKEY

## Refund Request Form

Please complete the top portion of this form as completely as possible to help expedite the refund process. Other documentation may also be required as per the [OMHA Refund Policy \(2008\)](#).

Family Name \_\_\_\_\_ Parent/Guardian First Names \_\_\_\_\_

Player Names \_\_\_\_\_

**Type of Refund Requested:**

- Complete Withdrawal from OMHA. All children are being removed from Hockey.
- Removing a child from OMHA – other children will remain playing.
- Refund for previously registered but unattended camps

List details \_\_\_\_\_

- Rebate offered for individual camp or program

List details \_\_\_\_\_

**Amount:**

Please list amounts you believe you are entitled to including outstanding postdated checks. Refer to the [OMHA Refund Policy \(2008\)](#).

\_\_\_\_\_

Name	Signature	Date
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**Coordinator Approval**

Name	Signature	Date
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**Registrar Approval**

Name	Signature	Date
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**Treasurer Approval**

Name	Signature	Date
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Refund issued in the amount of \$ \_\_\_\_\_

Check # \_\_\_\_\_ Issued by \_\_\_\_\_

Payment and copy of this form to Coordinator mail box for delivery. Completed original form to Registrar for filing with registration.

# Refund Policy

## Reference

This policy is intended to support and supplement Article IV of the Bylaws.

## Preamble

OMH recognizes that there may be circumstances when players are unable to complete a hockey season and when their parent(s) and/or legal guardian(s) is (are) entitled to a refund. This policy defines those circumstances, rates and procedures for determination of that (those) entitlements.

This policy applies only to registration fees paid and concession hours worked in the current season. For ease of conversion, one concession hour will be valued at \$10.00.

## Refund Criteria

A reasonable portion of all registration fees will be deemed non-refundable and will be clearly indicated as such on the registration form.

All requests for refunds must be received in writing. The correspondence must include the date it was written, it must indicate the date on which the player(s) ceased participation in Association activities (practices and games) and it must provide detailed evidence as to why the activities were ended. A medical note will be needed to support medical reasons cited. Written accounts from coaches and informed bystanders would also be helpful.

Refunds of fees (net of the non-refundable portion) will be prorated as per the following schedule; concession requirements will also be evaluated as per the following proportions:

Up to and including November 30th - 75%

Up to and including December 31st - 50%

Refunds after January 1 will only be considered for medical reasons and only if supported by a doctor's certificate.

Refunds will not be provided in situations where disciplinary action has been implemented.

## Other Considerations

For circumstances not covered by the policy, the OMH Board will make separate decisions on a case by case basis.

Approved October 15, 2008