



**TITLE/NAME OF POLICY: Payment Policy**

**Policy # 2023-01**

**Document Classification: Policy**

**Related By-Law(s):**

**Related Legislation (if applicable):**

Document control:

Implementation	Date: August 1, 2023
Next Review By Board	Date: August 2023

**POLICY purpose:** To ensure timely payment of fees to WTSC and management of any alternate arrangement for fee payments.

**POLICY scope:** All registered members of WTSC participating in programs

**POLICY statement:**

Payment is due in full at the time of registration. This can be done by credit card through the UpLifter system. If you choose to use e-Transfer, all fees are due by the deadline listed at registration. If this deadline is missed and you have not contacted the club at [WTSC.info@gmail.com](mailto:WTSC.info@gmail.com), your registration will be cancelled.

Each skater's Skate Canada fee must be paid in full before they will be allowed to step on the ice. This fee is non-refundable. No exceptions will be made for this fee as it covers insurance for each skater on the ice.

Our mission is to ensure that every child is able to skate regardless of their financial circumstances. Subsidies and grants are available for families that need support. Please contact WTSC for assistance in finding out what resources are available before the deadline expires for payment of fees.

**DISCLAIMER:** Printed hard copies of controlled documents are considered uncontrolled. All personnel using hard copies for ease of reference are required to determine the up-to-date status of any hard copy document to ensure it matches the current electronic version.