

## REGISTRATION & PAYMENT POLICIES

**All Registrations are completed online!**

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### PAYMENT OPTIONS

Northern Lights School of Skating accepts various methods of payment including cash, cheque, E-Transfer, Credit Card, KidSport Funding, Jumpstart Funding and Couchiching Funding.

IF you have a Credit to your account this will automatically be applied at checkout.

\*You will see an Online Payment Fee of 3% at checkout. This ONLY applies to those who choose to pay via online credit – credit card. For those who opt for a different payment option this amount will be credited at time of payment. If you are paying immediately via E-Transfer be sure to deduct this amount before paying.

**Please make Cheques Payable to: Ashley Cumming** (please include your child's name in the comment section – bottom left of the cheque)

**A service fee for \$45 will be applied to all NSF payments.**

Cash, Certified Bank Cheque, Money Order, E-Transfer or Online Credit Payment will be the only method of payment for individuals who have issued NSF cheque in the past.

**Please Send E-Transfers to: [nlschoolofskating@gmail.com](mailto:nlschoolofskating@gmail.com)**

**Set Password to: skatingisfun**

Include your child's name in the message box

Registrations will only be processed once payment is received. Please allow 24 hours once payment is received for the registration to be completed as each participant must be registered with Skate Canada (for insurance purposes) prior to stepping on the ice.

Those you are registering via KidSport, JumpStart or Couchiching Funding.

Please contact KidSport/JumpStart to fill out an application (Form available on the home Page – click on the icon) before the program starts. The process may take a few weeks before a decision is made. Once your application has been approved your registration will be processed. If you have any questions please contact: Elaine or Jacqueline at the Northwestern Health Unit: (807) 274-9827 or [fortfrances@kidsportcanada.ca](mailto:fortfrances@kidsportcanada.ca)

**For liability reasons, skaters will NOT be permitted on the ice without being registered online and payment received.**

For all our programs, we request all payments are made at least 24 hours before the first day that you arrive for your program.

Please arrive 20 min. early the first day. We will have your child's name tag with us to ensure that we have you on the registration list and a payment is made. If you cannot attend the first session of the program please email [coach.ashleycumming@gmail.com](mailto:coach.ashleycumming@gmail.com)

A skater who is not in good standing with the Northern Lights Skating School will not be allowed access to ice and programming until all monies owed are collected.

## **INSTALLMENT POLICY**

**Parents & Tots and PreCanSkate Registrations ONLY** – payments need to be made in **full** upon registration.

Installment options are available for CanSkate, CanHockey-PrePower, CanPowerSkate, PreSTARSkate and STARSkate Registration Only.

If you are paying Credit Card – then your installments will be Pre-Authorized. Details of the installment amount and dates are found at the invoice line prior to checking out.

If you are paying via Cash, Cheque or E-Transfer then you will be required to submit **Post-dated cheques** for the remaining installments. Details of the installment amount and dates are found at the invoice line prior to checking out.

**Please make Post-Dated Cheques Payable to: Ashley Cumming**

## **REFUND POLICY**

- All requests for refund must be made in writing (email) to the Northern Lights School of Skating Director – Ashley Cumming at [coach.ashleycumming@gmail.com](mailto:coach.ashleycumming@gmail.com).
- There will be no **refunds after September 24<sup>th</sup>, 2018 except for the CanHockey-Prepower program for which no refunds will be accepted after October 2, 2018.**
- **The Skate Canada Membership fee is Non-Refundable**, therefore Refunds will be less the Skate Canada insurance fee and will be issued on pro-rated basis.
- **Refunds will be only in the form of an E-Transfer.** Details regarding this will be provided as needed.
- A refund due to medical reasons (after the refund dates listed above) will be granted in the form of a credit to apply to future registrations.
- There will be no refunds provided for missed sessions due to illness, travel, cancellations or holidays. Also there are no substitutions or make-ups for missed session.

## **SKATE CANADA MEMBERSHIP FEES**

Northern Lights School of Skating is a Skate Canada Sanctioned skating school. Anyone who registers with a Skate Canada club or skating school requires mandatory Skate Canada Membership. This entitles you to a Skate Canada Membership Number which gives you access to the Members Only Section of the Skate Canada website and also provides insurance. Please visit [www.skatecanada.ca](http://www.skatecanada.ca) for more information.

The Skate Canada Membership Fees of \$36.00 is Non-Refundable and covers all programs which fall within the current skating season – from September 1<sup>st</sup> to August 31<sup>st</sup> of that registration year.

All Parents participating in the Parent & Tot program must register with Skate Canada

## **CHANGING PROGRAMS**

Note it is the discretion of the Director – Ashley Cumming – whether or not a skater should move to another level.

Any skater, who during the course of the season moves to another level, **may be required to pay a pro-rated fee**. In this circumstance, an invoice will be created in your account and emailed to you for payment. Payment options for this are as listed above in the Payment Option Section.

For skaters who are moving to another program of lesser registration fees, for example move down from CanSkate to PreCanSkate, a credit will be applied to your family account.

## **GUEST SKATERS**

Guest skating is only permitted at the Pre-STARSkate and STARSkate level on select sessions. Please contact [coach.ashleycumming@gmail.com](mailto:coach.ashleycumming@gmail.com) if this is something you are interested in. All guest skaters must be registered members with Skate Canada prior to stepping on the ice. There will be a Guest Fee for the Session.

## **ICE CANCELLATION**

**The Northern Lights School of Skating reserves the right to change, cancel or reschedule any sessions, depending on the number of registrants.** There are occasions when the club must make changes to the schedule. Please check the schedule posted on the website and check the facebook page (Northern Lights School of Skating) regularly as any changes will listed here. Should a session be cancelled due to weather or other unforeseen reasons, the Northern Lights School of Skating will work with the arena manager to try to reschedule the sessions. In these situations Northern Lights School of Skating will not be responsible for lost ice time and refunds will not be available for missed sessions.

## **STARSKATE & PRESTARSKATE REGISTRATION**

All fees for Assessments, Testing and competitions are separate from our regular registration fees.

STARSKATE - All fees for private lesson coaching are costs separate from our regular registration fees and will be billed directly by coaches and must be paid directly to coaches in a timely manner. A coach who is not being paid in a timely manner can make a written complaint to the Director of the Northern Lights School of Skating. In such cases, the Director will address the issue and may revoke or suspend membership and restrict access to ice time.

**If you have any further questions do not hesitate to contact:**

Ashley Cumming

Northern Lights School of Skating, Director/Owner

[Coach.ashleycumming@gmail.com](mailto:Coach.ashleycumming@gmail.com)

(807) 276-1446