

## WICHITA SWIM SCHOOL FINANCIAL AGREEMENT AND PROCEDURES

*The Wichita Swim Club is a self-sustaining 501-(c)3 not-for-profit organization. The WSC Board of Directors is responsible for the financial well being of the Club. It is only through prudent management of resources and a clear understanding of the following financial obligations and procedures by each family, that the Club will continue to provide a quality program for current and future students.*

**WSC SWIM SCHOOL REGISTRATION:** Class registration can be done online, by phone or in person. ONLINE REGISTRATION IS RECOMMENDED! Registration will close at 6pm the evening before the session is to start. *Tuition is due in full at the time of registration.* You (or your student) are not registered or assigned to a class until payment (in-full) is processed or the 1<sup>st</sup> month is paid in full for Auto-Pay.

**LATE REGISTRATION:** Late registrations are allowed based on class availability only.

**TUITION PAYMENTS:** We accept payment by check, cash or credit card. Payments are due at the time of registration. *There will be a \$35 fee charged for any returned checks or NSF transactions or declined credit card transaction.*

**DISCOUNTS:** The following discounts are available. Only one discount may be used at a time.

- **Sibling Discounts** are provided for *immediate family members only* enrolled in same session and based on chronological order. \$76 1st child, 5% off for 2nd child, 10% 3rd child and above.
- **Auto-Pay Discount:** Auto-Pay Discounts are offered periodically throughout the year with specific start and end dates, please see the office for details.

**CANCELLATIONS:** You must call the office or send an email to [swimschool.info@wichitaswimclub.org](mailto:swimschool.info@wichitaswimclub.org) in order to cancel a class. Refund checks will be mailed within 2 weeks minus the stated cancellation fee if paid by cash or check; if you paid by credit card, please contact the office at 683-1491, to have your refund minus the stated cancellations fees, posted to your credit card.

(Note: If you are on the Auto Pay/Discount program, your cancellation policy is stated on the AP/Discount Form.)

**Cancellations Made Prior to Session Starting before Registration Deadline:** Refund checks will be mailed within 2 weeks, minus the cancellation fee.

**Cancellations Received After the Close of Registration and Before the Start of the Session:** Your registration fee will be refunded minus a \$25 cancellation fee (per student, per class).

**Cancellations Made After the Start of the Session:** Any cancellation made after the start of a session will not be refunded or credited.

**Cancellation for Auto-Payment Plan:** This requires a 16 day notice withdrawal form. Please contact the office for the Withdrawal Form.

*Under special circumstances (e.g. extreme documented medical issues i.e. broken limb, infectious disease, or unanticipated relocation), considerations can be sought from the Swim School Director Emily McVay 683-1491.*

**ABSENCES:** In order to promote the best possible learning environment for both the student and instructor, we encourage all swimmers to be on time and attend every lesson, The instructor will be there for each class regardless of whether or not your student is present. Therefore, absences will not be prorated or credited or made up..

**MAKE-UP POLICY:** Should WSC have to close the facility or cancel classes for reasons such as cloudy water, low water levels, etc, those classes will be made up at the earliest possible time within a 2 week period typically on a Friday of the same week.

Should WSC have to close the facility or cancel classes due to a weather related issue or emergency beyond our control all classes will be cancelled.