



BILLING POLICIES

Effective September 1, 2012

- 1.** The Allegheny North Swim Club (“ANSC”) Swimming registration fee is a \$100 non-refundable amount paid yearly per swimmer. All swimmers will pay the \$100 fee each at the beginning of each season as part of annual registration. This fee is included in the Annual Dues amount for each swimmer.
- 2.** Members are billed in 3 equal installments (November, December, and January) for annual dues, unless paid in full at registration. Members can also pay these annual dues in full at any time prior to the end of January, however, they must pay at least the 3 equal payments. Members are billed each month for entry fees and other charges as they are incurred. Members will receive e-mail notification that invoices are available to be paid. It is then the member’s responsibility to ensure that payment is made. The balance of the account is due on or before the last day of each month that dues, meet entry fees, and additional fees are billed.
- 3.** There will be \$40.00 late fee charged for any payment received after the 5th of the month following the due date. If special consideration is needed, please contact the ANSC Billing Director and your account will be reviewed.
- 4.** All annual dues are to be paid in full by January 31st. All monthly training fees and charges are billed and payable each month.
- 5.** Members with balances over 30 days old may not be eligible to enter meets until the account is brought current. Balances 60 days past due will result in termination of membership privileges. You must contact the ANSC Billing Director immediately to avoid termination of your membership.
- 6.** If a member quits the program or is dropped from ANSC due to a delinquent account, overdue and current account balances are immediately due in full. The member will be allowed to rejoin the program only after the past due balance is cleared and a joining fee of \$20.00 is paid. Any exemption of the \$20 fee will be made on a case-by-case basis.
- 7.** Any swimmer wishing to drop out of the program must notify the ANSC Billing Director and the Meet Entry Director via e-mail. Verbal notice to a coach or anyone other than the Billing Director that one plans to discontinue participating in ANSC is not considered proper notice.
- 8.** If a member is unsatisfied with the ANSC program and wants a refund, an assessment will be conducted to determine the cause of dissatisfaction. Requests of this type will be evaluated on a case-by-case basis. Members who are unsatisfied with the ANSC program after the first five calendar days of participation may withdraw their membership in writing and be eligible for a full refund of fees but may forfeit the \$100 non-refundable registration fee and the \$66 USA Swimming fee. Again, these refunds will be considered on a case-by-case basis.
- 9.** A member may contact the ANSC Billing Director with questions on the accuracy of any ANSC bill. If it is determined that a member was incorrectly charged for a service, the member is entitled to a prompt refund of all incorrect amounts.

Detailed below is a summary of the fees and/or dues that may appear on your account or monthly invoice. Each member will be responsible for these financial obligations.

- 1. Registration Fees** – ANSC’s fiscal year runs from September 1 through August 31. At the beginning of each fiscal year, families are required to pay a yearly non-refundable ANSC registration fee, as well as a USA Swimming membership fee.
- 2. Annual Membership Dues** - Each member is required to pay the appropriate annual dues in a timely fashion (by January 31st) as set forth in this billing policy.
- 3. Meet Entry Fees** - The entry fees (set by the host team) are charged for each meet entered by a member. Once entry fees have been sent to the host team or the meet program has been seeded for ANSC events, you will be responsible for the entry fees even if you decided not to compete due to personal choice or illness - no exceptions. Lack of knowledge of the meet entry process does not waive meet entry fees.
- 4. Family Fundraising Fee** – This is an annual charge per member family assessed at the time of registration to help fulfill fundraising obligations for the club.
- 5. Non Taxable Sales** – This can be anything purchased through ANSC, including swim caps, late fees, or swim bag tags, etc.

Payment Options are detailed below.

1. **Payment by check** – Checks may be made payable to Allegheny North Swim Club (ANSC) and may be mailed to: ANSC, 2301 Chalet Court, Wexford, PA 15090 or you may contact the Billing Director for other arrangements. Checks mailed should be received in time to avoid any late fees.
2. **Payment by credit/debit card** – Credit and debit card payments may be made via ANSC’s Thriva link found on the front page of the ANSC web site. Members can access their account using this link once they have registered with the club.
3. **Electronic Check** – This can also be accessed via the Thriva link on the ANSC web site.