

## **Tauhinu Sea Scout Group – Policies for Refunds, Non-Payment of Fees and Leader's Fees**

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### **Refunds Policy**

- Any request for refunds will be processed less any Scouts Association NZ National Levy paid and a \$5 admin fee depending on circumstances.
- If you are unable to pay by the due date, please contact the Membership officer ([membership@tauhinuseascouts.org.nz](mailto:membership@tauhinuseascouts.org.nz)).
- If your child is no longer going to be attending, then please contact Membership officer ([membership@tauhinuseascouts.org.nz](mailto:membership@tauhinuseascouts.org.nz)).
- The Finance Sub Committee which comprises of the Chairperson, Group Leader, Treasurer and Membership Officer are to agree any refunds that include the Scouts Association NZ National Levy.

### **Leader's Fees Policy**

- Leaders are to complete at least one year in the role and be invested and warranted to receive the leader's fee discount for their children's fees.
- After one year as a leader, a refund for the discounted amount for the previous 12 months will be paid. The leader's fee rate will then be available to this individual's children ongoing.
- When leaders step down from the role, the full amount will apply for the following term unless otherwise agreed by the Group Leader. If fees were paid annually, an additional invoice will be created for the difference.

### **Non-Payment of Fees Policy**

- Invoices are generated prior to week 2 of each term and fees can be paid annually or by term (4). Term invoices include a \$5 admin fee each term.
- Fees are to be paid by week 4 with 2 automatic reminders issued 14 days and 21 days after the invoice was sent.
- If a member has not attended by week 4 of a given term and not paid the term fees, then the Membership Officer will follow up with the parents/guardians.
- If fees remain unpaid by week 5, when the Scout Association NZ fees are due, the individual will be removed from the Tauhinu Sea Scout Group. They will be placed on the waiting list for the next available spot unless otherwise agreed by the Finance Sub Committee.
- Members are not eligible to attend camps or trips unless the membership fees have been paid by week 5.
- Any deviation from this policy is to be jointly agreed by the Finance Sub Committee. The Group Leader will liaise with the member's parents/guardians.