



REFUNDS AND WAIVERS POLICY

Ratified by DV Board: ___/___/___

Review date: ___/___/___

1. Rationale:

To establish a consistent approach in refunding monies received by DV from members and competitors.

2. Monies Covered:

DV receives monies for membership fees and competition fees, which in various circumstances may be refunded.

3. General:

Refunds may be made to members and competitors where they have paid monies to DV for products or services that they have not been able to access due to certain circumstances. As a service to our members it is appropriate that refunds be issued in the circumstances identified in this policy.

Note: Diving Australia's policy is that for their competitions no refunds will be issued.

4. REFUND OF COMPETITION FEES

4.1 Requests for refund prior to the closing date for entries:

All competition fees will be refunded where a request for withdrawal and refund is received in writing prior to the closing date for entries

4.2 Requests for refund after the closing date for entries:

4.2.1 Members:

All event fees will be refunded to member competitors where a request for refund is made in writing on the Refund and Waivers Form(Attachment #1) and accompanied by a full medical certificate confirming that due to illness or injury the member was unable to compete. The competition fee will not be refunded.

4.2.2 Non-members:

No competition or entry fees will be refunded to non-members after the closing date for entries.

5 REFUND OF MEMBERSHIP FEES

5.1 Requests for refund within 30 days of joining

5.1.1 Coaches:

Where a request for withdrawal from membership and refund is received in writing on the Refund and Waivers Form(Attachment #1) within 30 days from the date of receipt of a membership application and fee, a refund will be issued calculated as the membership fee received less an insurance and administration fee of \$100.00.

5.1.2 Other members:

Where a request for withdrawal from membership and refund is received in writing on the Refund and Waivers Form(Attachment #1) within 30 days from the date of receipt of a membership application and fee, a refund will be issued calculated as the membership fee received less an insurance and administration fee of \$60.00.

5.2 Requests for refund of membership fees after 30 days

All other requests for refund, waiver, or reduction of membership fees may be considered by the board upon receipt of a written request on the Refund and Waivers Form(Attachment #1).

REVIEW

This policy will be reviewed every 3 years or earlier, if in the event of major changes to legislation or if deemed necessary by the Victorian Diving Association

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DV Executive officer
____/____/2004

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DV Chairman

Ratified by DV: ____/____/2010

Review date: ____/____/2013



APPLICATION FOR REFUND OR WAIVER OF FEES

Name: _____ Date of Birth ____ / ____ / ____ Club: _____
 Address: _____ P/Code Coach: _____
 Email: _____
 Contact No: Home: _____ Mobile: _____ Work: _____ Fax: _____

EVENT / WORKSHOP REFUND OR WAIVER SORT FOR: _____

Event Fee \$ _____ Competition Fee \$ _____

AMOUNT SOUGHT \$ _____

REASON FOR REFUND OR WAIVER: _____

MEDICAL CERTIFICATE ATTACHED: YES NO *Medical certificate required for all competition and workshop refunds*

I HEREBY DECLARE THAT ALL INFORMATION CONTAINED ON THIS FORM IS ACCURATE AND CORRECT

Name: _____ Signature _____ Date / /
Please Print
 (if under 18 please have parent/guardian sign)

Parent/Guardian: _____ Signature _____ Date / /
Please Print

Send Form with attached Medical certificate to **Box 9 MSAC Aughtie Drive Albert Park 3206**
 Or hand deliver to **The Diving Victoria Office, Level 3 MSAC**

Office Use: Refund/Waiver Granted Yes No Refund Paid Date / /
 Approved By: Name: _____ Signature: _____ Date / /
 Reply Sent Yes No Reply Sent Date / /