

## **ASL Billing Policy (Revised August 2021)**

### **Registration Fee**

The ASL swim season runs from September through July.

Annual registration begins in August of each year.

ASL collects an annual **non-refundable** registration fee. In return for this registration fee, ASL will register your swimmer with USA and GA Swimming. Your swimmer will also receive a team t-shirt and cap. ASL does not prorate registration fees for swimmers joining after September.

Any swimmer with a current USA Swimming registration that transfers to ASL from another **USA Swimming** club will receive a credit on their account equal to the current USA Swimming and LSC registration fees, once a transfer form has been submitted to GA Swimming.

### **Annual Fees & Multiple-Swimmer Discounts**

ASL is a year-round swim program with monthly membership dues. During registration, the account holder will elect to pay the dues either in monthly installments or in a single annual lump sum. The first payment is invoiced upon registration approval.

There is a 10% discount applied to the annual dues for those who choose to pay for the year in a single lump sum. The annual dues option is only available to swimmers joining in September. **Swimmers electing to pay annual dues at the start of the swim season should be aware that they are committing to the entire season. Refunds will not be issued for annual payments.**

There is also a 10% discount applied to the monthly or annual dues for families with multiple swimmers. The highest-priced swimmer is invoiced at the regular rate and other swimmers from the same family are invoiced at a 10% discount.

### **Accounts**

One Team Unify account will be established for each family through the ASL website. Multiple members can be enrolled under this family account. However, the Team Unify system is not designed to provide more than one account for any one swimmer. Communication, registering for meets or other ASL events, and all invoicing & payments will be handled through this account. Account holders are provided a password and may access their accounts at any time. It is important that the members keep the information in their account current.

## Payments

Each family will establish an auto payment plan through the ASL website by registering a credit card or bank account. On or about the 25<sup>th</sup> of the month, each family will be notified by email of the monthly total to be billed on the first of the following month. Details of the charges to the account may be viewed at any time by signing into the account on the ASL website. Charges typically include monthly dues, swim meet entry fees, team trip travel, and team gear.

Swim meet entry fees for away meets will be processed as an on-demand charge to the credit card on file once the **ASL** deadline for entry has passed. **Please note that all swim meet entry fees (home or away) are non-refundable once the ASL entry deadline** has passed. Team trip travel charges will also be processed as on-demand charges to the credit card on file. On the first of the month, all other charges will be processed through the auto payment system.

ASL is a year-round swim program. However, each member account is charged a maximum of 9 monthly dues payments for each swim season. Typically, member accounts that start payments in September will not be charged monthly dues during the summer months (June and July).

## Changing Swim Groups

Sometimes, your child's coach may suggest moving the swimmer to a different practice group. Monthly dues are based on the swim group assignment, so if a swimmer moves to a new practice group, the monthly dues rate will be adjusted accordingly.

## Late Fees

It is imperative for all ASL parents to pay their monthly invoice on the first of each month. Accounts which have an unpaid balance for more than 30 days will not be allowed to continue to participate with ASL and will be automatically barred from registering for swim meets or other ASL events.

Accounts which are not paid in full by the 15th of the month will be assessed a \$25.00 late fee.

Accounts for which a credit card transaction is denied will be assessed \$2.00 per transaction. Accounts for which an ACH transaction is denied will be assessed \$25.00 per transaction.

## ASL Gear

Only active accounts in good standing will be allowed to charge gear to their ASL accounts. A minimum of \$20.00 in merchandise must be purchased at one time in-order-to charge to your account. If the total cost of the merchandise is less than \$20.00, then the member must pay by either cash or check.

ASL will only order All-Star Towels for previous members if payment is received up front.

### **Leaving ASL Mid-Season**

It is the responsibility of the account holder to notify the Program Director and the Team Administrator in writing (by letter or email) of his intention to terminate or cancel a swimmer's membership by the 20th of the month. Failure to do so may result in the account being billed for the following month. The ASL Board considers requests for variation from this notification policy on an individual basis. Requests must be emailed to the ASL President for consideration at the monthly Board meeting.

If a swimmer leaves ASL and then returns during the same season, his account will be charged a \$25.00 reactivation fee.

### **College Students Returning to Swim with ASL for Summer**

Upon written notification (letter or email) from the account holder (i.e. the parents), the ASL Team Administrator will reactivate the account of a college swimmer returning to swim with ASL over the summer. All swimmers participating in ASL practices must be registered with USA Swimming. If a college swimmer returning for the summer does not have a current USA Swimming registration, they must register as a returning swimmer and pay the USA Swimming registration fee before beginning practices. Returning college students may attend meets with ASL as unattached swimmers. Meet entry fees will be billed to their account. In addition, the accounts for all returning college students will be billed a one-time charge of \$75.00 to cover the facility rental fees charged by the Augusta Aquatics Center.