

## **Topeka Swim Association Payment Policy**

The Topeka Swim Association is a year round competitive swimming program. Dues for your annual membership are divided equally over 12 months. All accounts created after 2013 and new accounts must be established with a credit card or automatic withdrawal (ACH). Existing accounts may continue using an existing payment method unless the account has had a past due balance for 60 days or more.

Dues statements are posted on the 1st of each month and are due on or before the 10th day of each month. Please review your account and notify the business manager of any issues with your account prior to the 10th of the month. A \$10 late fee is assessed for dues not paid by the 21st day of the month. If your bank refuses payment of any monthly TSA invoice through the ACH system, TSA will bill you a \$30.00 Insufficient Funds Fee. The swimmer is not permitted to enter meets or practice with the team if there is a balance due for more than 60 days. If the account is in arrears more than 60 days, the member family will be required to submit a credit card or establish an automatic withdrawal (ACH) for all future obligations. The existing account balance will be immediately charged to the credit card or withdrawn from the submitted account.

Missouri Valley registration fees will be posted to the swimmers account on November 1st of each year. If the swimmer does not intend to remain a registered swimmer during the next calendar year, the business manager must be notified prior to November 20th. The team business manager will submit the registration fee to Missouri Valley after November 20th. Once submitted to Missouri Valley, the registration fee is due even if the swimmer later decides not to participate in USA Swimming during the next calendar year.

TSA registration will take place on September 1st of each year. The cost of completing the registration process and establishing the swimmers account will be included in the monthly fees and spread over the 12 month period. Swimmers can elect to leave the team by notifying the business manager. Dues will be charged until the business manager has been notified and will not be pro-rated for a partial month. If the swimmer leaves the team a re-activation fee of \$75 will be assessed upon rejoining the team. This re-activation fee covers the administrative expenses of reinstating the account. Swimmers in the Silver practice group have a one-time waiver of the reinstatement fee per year (September 1- August 31).

Accounts with a past due balance for more than 30 days will be reviewed by the Board of Directors and may be sent to a collection agency or attorney.

Swimmer scholarships for a portion of dues are available and will be provided based upon financial need. Scholarship application forms are available the TSA website. Swimmers on scholarship should immediately notify the Board of Directors or the TSA business manager if the family's financial circumstances improve. Scholarships are reevaluated at least semi-annually. Please contact the business manager for an application.

Any exceptions to this policy must be approved by the Board of Directors.

Adopted 2013

Revised and Adopted August 28, 2017