

<b>Policy # 7.02</b>	<b>Refer to Policy #</b>
<b>4-H Alberta Program/Event Registration Fee Policy</b> 4-H members and 4-H volunteers who register for 4-H Alberta programs/events must pay the predetermined registration fees and receive acceptance confirmation to be accepted as delegates to the program.	
	<b>Approved</b>
	September 2015
	<b>Review Date</b>
	July 2017

### Payment of Fees

- 4-H Alberta is responsible for setting fees for all 4-H Alberta programs/events. Each program/event has its own fee.
  - ❖ Late registration, as determined by the program director, is subject to an additional fee of \$20.
- GST is included in all 4-H program registration fees.
- All program fees for 4-H Alberta programs and events must be payable to the 4-H Foundation of Alberta.
- Payment may be made by cheque, cash, or credit card.
- 4-H Alberta requires that complete applications are processed through the online registration system, by the registration deadline and payment in full has been received by the 4-H Foundation of Alberta, prior to acceptance.
- Payment of fees prior to the registration date does not guarantee acceptance into a specific program.
- Acceptance letters/notifications are not sent out prior to the program deadline.
- 4-H Alberta reserves the right to:
  - ❖ Cancel programs due to insufficient registrations;
  - ❖ Reallocate applicants to other similar programs based on applicants choice;
  - ❖ Refund the entire registration fee if a suitable alternate program is unavailable.
- Following the program application deadline, providing that full payment has been received, and the delegate has been allocated a spot in the program, the delegate will be notified of acceptance to the program.
  - ❖ If payment is made after the deadline but prior to program commencement, acceptance notification will be sent.

## **Insufficient Payment**

- Any cheque returned by the bank or refused *Visa* or *MasterCard* payment must be reissued and processed prior to program/event start date. Failure to do so will cancel the delegate's program registration.
- If an individual attends a program and complete payment is not made or funds did not clear, 4-H Alberta will issue a letter indicating that the program delegate is not eligible for any future 4-H programs at the provincial or national level until such time that the program funds plus a \$20.00 administrative fee are submitted to the 4-H Foundation of Alberta. Failure to do so will result in the delegate and all members of his/her family being ineligible for future 4-H Alberta and Canadian programs until complete payment is made.

## **Process for Collection of Insufficient Payment**

- The 4-H Foundation of Alberta will contact Government of Alberta staff in a timely manner following bank notification.
- The Government of Alberta will contact the individual requesting full payment.
- If full payment is still not received, the registration will be cancelled.

## **Cancellations**

- All cancellations will be subject to a \$20 administration fee, at program director's discretion.
- All cancellations received less than fourteen (14) days (two weeks) before the program start date will forfeit the entire registration fee unless a replacement delegate is available.

## **Refunds**

- All refunds will be issued by the 4-H Foundation of Alberta.
- The program director must prepare and submit refund requests to the 4-H Foundation of Alberta, within two weeks of cancellation. Refunds are subject to cancellation policy.