

## Refund Policy

### Official Policy:

PHWYBS understands that there are many different circumstances where a refund is desired sometime after the registration fee has been paid. It is the league's desire to be fair to both the participant requesting the refund and to the league as a whole.

Even before the season starts and before teams have been assigned, there are expenses that the league incurs. The league provides insurance for each and every registrant and must pay to register each team with the PONY organization in order to obtain this insurance. Parents and Coaches manuals are printed, uniforms are purchased in advance of team selection, and equipment is ordered based on the number of teams created. In addition to specific expenses, the league also needs to take steps to discourage participants from registering only on condition of specific team selection or in case they don't qualify for a team in a different sport or different league.

To balance the needs of the league and to provide fair consideration to the withdrawing player, the following refund policy will be in force.

Refunds will only be considered upon receipt of the refund request form below. Following receipt of the refund request, the PHWYBS board will consider the refund request at its next regularly scheduled board meeting (no less than once per month). If it is approved, the board will issue a refund within 10 days. The board will use the following rules when considering whether to approve a refund request.

- No refunds will be considered for any reason after June 1<sup>st</sup>.
- Refund requests received prior to February 28th will be honored – but will be assessed a \$15.00 administrative fee.
- Once teams have been selected, no refunds will be permitted – except for special circumstances. Examples of special circumstances that the PHWYBS board will generally approve include
  - Parents moving out of the area
  - Injury or Illness which will sideline a child for 4 or more weeks of the season.

Other special circumstances will be considered on a case-by case basis. However, examples of situations where a participant should NOT expect a refund include:

- Decision to play a different sport or in a different organization's baseball program
- Child made a travel team which is not a part of PHWYBS
- Dislike of the team they were assigned to
- Can't meet specific team's practice or game schedules because of other commitments (Note: Baseball requires a substantial commitment across multiple days per week during the spring and participants that are unwilling or unable to make that commitment should not register)
- Changed their mind about wanting to play
- Parent's decision to punish child for behavior or educational issues

### Refund Calculation

If a refund is approved by the PHWYBS board, the amount of the refund will be determined as follows:

- Before Uniform Distribution: Full refund – less a \$15.00 administrative fee
- After Uniform Distribution: 50% of registration fee will be refunded

## Refund Request Form

For consideration of your refund request, please fill in this form and mail it to  
**PHWYBS, P.O. Box 7172, Prospect Heights IL 60070**

A PHWYBS board member will contact you upon receipt of your request and after the board has reviewed it.

**Date:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

**Birth Date of Child :** \_\_\_\_\_ **Child's Team (if any)** \_\_\_\_\_

**Parents Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Reason for Request (attach separate sheet if desired)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

### Refund Amount (if approved by PHWYBS board)

- Prior to Uniform Distribution
  - Full Refund - less \$15 administrative fee
- After Uniform Distribution
  - 50% Refund

League Use Only:

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Approved: Y N Refund Amt: \_\_\_\_\_