

**2017-2018  
COMPETITION REGISTRATION GUIDELINES**

**PAYMENT TERMS:**

- All teams must be paid in full in order to receive credentials, practice, and perform at Varsity events.
- All registrations must be received with full payment on or prior to the registration deadline.
- Personal checks and per participant payments will not be accepted.
- Business checks are accepted up until 6 weeks prior to the event.
- Checks that are returned for any reason will be charged a \$50 returned check fee in addition to the principal amount. Payment will only be accepted in the form of a credit card or cash for an event where a check has been returned.
- A \$500 division change fee will be charged within 14 days of the event for the following reasons:
  - If your total team numbers change to where they split/unsplit divisions causing the division to change
  - If you change divisions without changing team numbers

**PAYMENT DEADLINES**

- A \$35/participant deposit is due with registration.
- Full balance is due 6 weeks prior to an event (\$250 late fee applies at this time).
- An additional \$250 late fee will be applied to invoices with open balances 2 weeks prior to an event.

**TRANSFER & REFUND POLICY:**

- A full refund/transfer may be issued prior to 12 weeks before an event.
- A refund/transfer less the \$35 per participant deposit may be issued during the 6-12 weeks before an event.
- No refunds or transfers will be issued within 6 weeks of an event.
- All refund or transfer requests must be made in writing and received by the deadline.

**INCLEMENT WEATHER POLICY:**

Should Varsity Spirit cancel an event for any reason, the Event Producer will communicate with the program account owners regarding any refunds or credits the week after the postponed or cancelled event.