

## WICHITA SWIM SCHOOL FINANCIAL AGREEMENT AND PROCEDURES

*The Wichita Swim Club is a self-sustaining 501-(c)3 not-for-profit organization. The WSC Board of Directors is responsible for the financial wellbeing of the Club. It is only through prudent management of resources and a clear understanding of the following financial obligations and procedures by each family, that the Club will continue to provide a quality program for current and future students.*

**WSC SWIM SCHOOL REGISTRATION:** Class registration can be done online ONLY. *Tuition is due in full at the time of registration.* You (or your student) are not registered or assigned to a class until payment (in-full) is processed.

**LATE REGISTRATION:** Late registrations are allowed based on class availability only.

**TUITION PAYMENTS:** We accept payment by debit or credit card. Payments are due at the time of registration. *There will be a \$35 fee charged for declined credit card transaction.*

**DISCOUNTS:** The following discounts are available. Only one discount may be used at a time.

- **Sibling Discounts** are provided for *immediate family members only* enrolled in same session and based on chronological order. \$90 1st child, 5% off for 2nd child, 10% 3rd child and above.
- **Specials:** Specials are offered periodically throughout the year with specific start and end dates, please see the office for details.

**CANCELLATIONS:** You must send an email to [lessons@wichitaswimclub.org](mailto:lessons@wichitaswimclub.org) in order to cancel a class. Refunds will be made to original payment method minus the processing fees.

(Note: If you are on the Special, cancellation policy is separate.)

**Cancellations Made Prior to the Cancellation Deadline (This is always the Thursday before the session starts):** *Will be refunded to original payment method minus the processing fees.*

**Cancellations Received after Cancellation deadline (Thursday before the start of the session starts):** *Will NOT be refunded or credited*

**Cancellation for Specials:** Separate cancellation policy

*Under special circumstances (e.g. extreme documented medical issues i.e. broken limb, infectious disease, or unanticipated relocation), considerations can be sought from the Swim School Director Nicholette Lorg [lessons@wichitaswimclub.org](mailto:lessons@wichitaswimclub.org)*

**ABSENCES:** In order to promote the best possible learning environment for both the student and instructor, we encourage all swimmers to be on time and attend every lesson, The instructor will be there for each class regardless of whether or not your student is present. Therefore, absences will not be prorated or credited or made up.

**MAKE-UP POLICY:** Should WSC have to close the facility or cancel classes for reasons such as cloudy water, low water levels, etc, those classes will be made up at the earliest possible time with in a 2week period typically on a Friday of the same week.

Should WSC have to close the facility or cancel classes due to a weather related issue or emergency beyond our control all classes will be cancelled.