

Aquatica Synchro Club – Account Payment Policy Net 30

Account Payment Policy

Aquatica uses Amilia Smart Rec software to manage registration and competition fees, as well as merchandise purchases. Payments may be made online via Amilia by echeck (direct bank withdrawal) or credit card (with added 2.5% fee). There is also the choice to pay offline if e-transfer payment is preferred.

Registration Fees

- Registration fees must either be paid in full when registering or be paid in installments.
- The installment plan requires a first payment when registering, with the remaining amount paid in equal installments on the 15th of the month from September to March.
- If the offline payment method is chosen, it is the client's responsibility to ensure payments are made according to the installment plan above.
- If a payment is not received by the 15th of the month, the Aquatica Treasurer or Administrative Assistant will send a reminder email.
- If a payment is not received within 24 hours of the reminder email, a \$10 late fee will be applied to the account.
- If a payment is not received 48 hours after the reminder email, the athlete will not be allowed to swim until the payment is received.
- Special accommodations can be arranged as needed. If special accommodations are needed, it is the client's responsibility to communicate with the Treasurer.

Travel Fees

- Initial travel fee installments must be paid by September 15th and the final payment must be made by March 15th.
- If the full travel fee payment is not received by March 15th, the athlete will not be allowed to travel with the team for the competition.

Competition Fees and Merchandise Purchases

- Competition fees and merchandise purchases (such as apparel and competition suits) are invoiced to each client's Amilia account as they are received.
- Aquatica sends out a notification via the Amilia system to each client when an invoice is added to their account.
- Account balances shall be paid within 30 days of invoice.
- Accounts over 30 days will be issued an "Overdue Account Notice" and will be assessed a late fee. The late fee will be a minimum of \$10.00 + 5%. Overdue accounts over 45 days will be placed on hold and the athlete will not be allowed to swim until the overdue balance is paid in full.

Inquires or communication relating to overdue accounts can be directed to treasurer@aquaticasynchro.com

Adopted on June 22, 2022