

# Sun City West Yoga Club

<b>DOCUMENT TYPE</b>	POLICY	<b>DOCUMENT ID</b>	010	<b>REVISION</b>	001
<b>ISSUE DATE</b>	01 APR 2021	<b>EFFECTIVE DATE</b>	01 APR 2021		
<b>FUNCTIONAL AREA</b>	FINANCIAL				

## PAYMENTS BY MEMBERS

### A. PURPOSE

This policy describes how payments may be made to the SCW Yoga Club and guests and limitations, thereto.

### B. SCOPE AND APPLICABILITY

This policy applies to all payments made by members to the SCW Yoga Club

### C. ASSOCIATED DOCUMENTS AND REFERENCES

SCW Yoga Club Policy - 004 - No Refund Policy

SCW Yoga Club Policy - 009 - Fee Schedule

### D. DEFINITIONS

TERM	DEFINITION
Prepaid Card	Also known as a 'punch' card, this card is a way to pay for multiple classes at one time and have the uses (usually 10) decremented as the card is used. A prepaid card eliminates the need to handle checks at every class attended.
Per-Person, Per-Class Fee	The fee paid by a person to attend a SCW Yoga Club class
Membership Fee	The annual dues paid by a SCW Card Holder in good standing to become a member of the SCW Yoga Club.
Special Event Fee	The fee paid by a person to attend a special event (e.g., a workshop) sponsored by the SCW Yoga Club
Club Member	A Sun City West Card Holder in good standing with the Recreation Centers of Sun City West who has paid the current SCW Yoga Club membership fee.
Resident Non-Member	A Sun City West Card Holder in good standing with the Recreation Centers of Sun City West who comes to a SCW Yoga Club class or event with the intention of trying out that class or event before deciding to become a member of the Yoga Club.
Resident Guest	A Sun City West Card Holder in good standing with the Recreation Centers of Sun City West who is not a member of the SCW Yoga Club but comes to a class or event accompanied by a Club Member.
Non-Resident Guest	A non-resident of Sun City West who cannot become a member of the Club but comes to a class or event accompanied by a Club Member.

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## PAYMENTS BY MEMBERS

TERM	DEFINITION
Check, Personal Check	A personal check drawn on a USA bank with payment in US currency. Cashier's checks, money orders, third-party checks, etc. will not be accepted.

### E. DESCRIPTION

1. Prepaid Cards

Payment for prepaid cards is to be made via personal check. Cash will not be accepted for prepaid cards.

2. Per-Person, Per-Class Fee

a. Cash Payments

Cash will not be accepted for individual classes.

b. Prepaid Cards

Prepaid cards may be presented to the Monitor, who will decrement the number of remaining prepaid visits by visibly marking off a visit after the participant has signed into class.

c. Personal Checks

Personal checks made payable to "SCW Yoga," "SCW Yoga Club," or Sun City West Yoga Club" will be accepted. Checks must be made out for the exact amount of the transaction (i.e., class fee(s), membership fee(s), prepaid card(s)); cash will not be returned.

d. Other Forms of Payment

Only personal checks will be accepted. Credit or debit cards will not be accepted. Money orders, cashier's checks, third-party checks, etc. will not be accepted. Credit on Rec Center cards also will not be accepted.

3. Membership Fee

a. Cash Payments

Cash will not be accepted for membership fees.

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## PAYMENTS BY MEMBERS

b. Prepaid Cards

Prepaid cards are not an acceptable form of payment for memberships.

c. Personal Checks

Personal checks only are accepted, made payable to “SCW Yoga,” “SCW Yoga Club,” or Sun City West Yoga Club.” Checks must be made out for the exact amount of the transaction (i.e., class fee(s), membership fee(s), prepaid card(s)); cash will not be returned.

d. Other Forms of Payment

- e. Only personal checks will be accepted. Credit or debit cards will not be accepted. Money orders, cashier’s checks, third-party checks, etc. will not be accepted. Credit on Rec Center cards also will not be accepted.

4. Special Event Fee

By their nature, Special Event Fees are unique to that event and may vary from event to event. Payment is made via the instructions contained within the event announcement, or in the case of payment at the door, as instructed at that time.

Cash will not be accepted for special event fees. Personal checks are accepted, except as specified. Credit or debit cards are not accepted. Third-party checks are not accepted. Credit on Rec Center cards also cannot be accepted.

**F. ENFORCEMENT**

Monitors are expected to enforce these policies at the time payment is presented. Should questions arise, Monitors may request help from other Monitors, or, if present, a Board member.

**G. EXCEPTIONS**

SCW Yoga Club Board members have discretion to make exceptions to this policy based upon their judgment. All exceptions must be reported to the Treasurer to account for the exception, and to the Secretary to document said exception in Club records.

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## H. CHANGE HISTORY

VERSION	CHANGE
000	New
001	Updated to reflect that the SCW Yoga Club will no longer be accepting cash.

## I. APPROVALS

ROLE	NAME
President	Jack Leary
Vice President	Connie Kopf
Treasurer	Gwen Rhoades
Secretary	Sandie Dickson

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