

<b>Sun City West Yoga Club</b>					
<b>DOCUMENT TYPE</b>	POLICY	<b>DOCUMENT ID</b>	004	<b>REVISION</b>	000
<b>ISSUE DATE</b>	01 JAN 2020	<b>EFFECTIVE DATE</b>	01 JAN 2020		
<b>FUNCTIONAL AREA</b>	MEMBERS				
<b>No REFUND POLICY</b>					

**A. PURPOSE**

The purpose of this policy is to make clear the Club’s position on refunds for withdrawing members, lost or missing prepaid (‘punch’) cards, and person(s) who leave a class prematurely.

**B. SCOPE AND APPLICABILITY**

This policy applies to all SCW Yoga Club members, their accompanied guests, and SCW residents who are candidates to join the Club.

**C. ASSOCIATED DOCUMENTS AND REFERENCES**

- SCW Yoga Club Policy - 005 - Dress Code
- SCW Yoga Club Policy - 009 - Fee Schedule
- SCW Yoga Club Policy - 010 - Payments Made by Members

**D. DEFINITIONS**

TERM	DEFINITION
Prepaid card	A business card-size card that indicates a number of prepaid classes purchased by a member to pay for participation in Club classes. Also known as a ‘punch card.’
Membership card	A business card-size card that indicates that a member has paid the current membership fee and is entitled to participate as a full member in Club activities.
Prematurely leaving a class	When a member, non-resident guest, or resident guest leaves a class, whether by choice or other reason, after having paid the class fee.

**E. DESCRIPTION**

1. Withdrawal of Membership

The Sun City West Yoga Club will not offer refunds for those individuals who wish to terminate their membership in the club. The Club’s policy of allowing potential members to visit classes on the Club’s schedule prior to becoming a club member offers sufficient time for a member to make the decision to join the club.

Members who wish to withdraw from the club do so of their own volition, with the understanding that they had the opportunity to experience the club, without time limits,

<b>SUPERSEDES DOCUMENT ID</b>	N/A	<b>SUPERSEDED BY DOCUMENT ID</b>	N/A
Use of a superseded or obsolete document is prohibited. The user is responsible for verifying that this document is current prior to each use.			

# Sun City West Yoga Club

<b>DOCUMENT TYPE</b>	POLICY	<b>DOCUMENT ID</b>	004	<b>REVISION</b>	000
<b>ISSUE DATE</b>	01 JAN 2020	<b>EFFECTIVE DATE</b>	01 JAN 2020		
<b>FUNCTIONAL AREA</b>	MEMBERS				

## NO REFUND POLICY

before making the decision to become a member. Withdrawing members may terminate their participation in the Club's activities.

2. **Lost or Missing Prepaid Cards**

Lost or missing prepaid cards are to be treated as cash and are not refundable by the Club.

3. **Leaving a class prematurely**

Should a Club member, resident guest, or non-resident guest leave a class after having paid the class fee but before the class ends, will not have the class fee refunded, regardless of the reason leaving the class prematurely.

**F. ENFORCEMENT**

This policy will be enforced by authorized person(s) (e.g., a Monitor) or a member of the Club Board.

**G. EXCEPTIONS**

Exceptions may be considered and decided by the Board as the Board alone deems appropriate.

**H. CHANGE HISTORY**

VERSION	CHANGE
001	New

**I. APPROVALS**

ROLE	NAME
President	Jack Leary
Vice President	Vikki Erla
Treasurer	Vicky Frank
Secretary	Ann Johnson

<b>SUPERSEDES DOCUMENT ID</b>	N/A	<b>SUPERSEDED BY DOCUMENT ID</b>	N/A
Use of a superseded or obsolete document is prohibited. The user is responsible for verifying that this document is current prior to each use.			