

East Malvern Junior Football Club Registration Fee Refund Policy



Who is affected by the Policy?

This policy applies to all members who have registered with the East Malvern Junior Football Club ("EMJFC") and paid the associated membership fee for the season.

Registration Fee Refund Process

The EMJFC requires that all requests for registration fee refunds are received in writing:

- via email to our Club Registrar at emjfc.clubinfo@gmail.com; or
- via mail to East Malvern Junior Football Club, PO Box 185, Central Park VIC 3145.

Registration Fee Refund Requests need to include:

- the player's full name
- the player's date of birth
- parent/guardian's name and email address used to register the player
- bank account details for the registration refund

The registration refund request will be actioned on the date received and the appropriate refund policy below will apply.

The player will be immediately removed from the EMJFC player list and will be unable to participate in all remaining training and matches with the Club for the season.

Registration fee refund requests received before February 28

- The club will refund a player their registration fee less the GST and PlayHQ platform fee of 1.8% only in the event the club is notified in writing (email or mail) by 28 February (or 29 February if a leap year).
- For example, \$260 less PlayHQ Fee of \$4.68 (1.8% of \$260) and GST of \$23.64 ($\$260/11$) = \$231.68 – in this instance the registration fee refunded will be \$232.
- Or, \$285 less PlayHQ Fee of \$5.13 (1.8% of \$285) less GST of \$25.91 ($\$285/11$) = \$253.96 – in this instance the registration fee refunded will be \$254.

Registration fee refund requests received on or after March 1, 2022 and before the first official Club training day

- Where EMJFC receives a written registration fee refund request on or after March 1, 2023 and before the first official Club training day on Wednesday, March 29 2023, the member will be entitled to a refund of the player registration fee less the PlayHQ fee of 1.8%, GST and administration fee of \$35 (inc. GST).
- The 2022 Early Bird registration fee is \$260 less the above-mentioned costs - this equates to a refund of \$197.
- The 2022 standard registration fee is \$285 less the above-mentioned costs – this equates to a refund of \$219.

Registration fee refund requests received on or after the first official Club training day

- Where the club receives written (email or mail) notification from the first pre-season training day onwards ie March 31 2023, the club will charge a 50% processing fee (GST inc) regardless whether the player plays 1 game, 3 games, 5 games, etc.

Registration fee refund requests on compassionate grounds

- The only time where the club considers a full refund ie \$260 or \$285 to a player is financial hardship or for compassionate grounds eg immediate family member death.
- The amount to be refunded to the player will ultimately be decided by the Committee of Management.

\$50 SMJFL Registration fee refund requests

Refund for the \$50 SMJFL Registration fee will need to be applied for directly with SMJFL per the SMJFL Participant Refund Policy.

SMJFL Participant Refund Policy

To apply please use following link for the application form.

SMJFL Participant Refund Application

Policy review

This Policy is effective for Season 2023 of the East Malvern Junior Football Club.

This Policy will be monitored & reviewed every year by the Committee and updated where appropriate.