

ADM 1 Policy – Request for reimbursement of registration fees

Objective

HDM recognizes that there are sometimes unpredictable circumstances that prevents its members to participate in the on-ice scheduled activities. To address those cases, HDM put in place a reimbursement protocol that will permit its members to recuperate a part of the registration fees.

Range

HDM offers a program of reimbursement to its members for the following circumstances:

1. Injury (medical paper copy from doctor is required);
2. Sick leave (medical paper copy from doctor is required);
3. Moving (proof of new address);
4. Change of heart – for new registration only (request must be made before November 1st at the latest)
5. Other particular case approved by the Board of Directors.

Requirement

The reimbursement request must be made in writing, dated and send to the attention of the Director of operations of HDM.

Guiding principles

The reimbursement is offered on a monthly prorated principle:

1. An administration fee of \$50 is required to all reimbursement request (per player);
2. Are not reimbursable: Hockey New Brunswick insurance and ticket fees;
3. When a member participated in an on-ice session after the 15th of the month, he/she is considered having played the whole month;
4. HDM must take into account the amount paid at registration, ex: if 2 siblings, the cost is \$1190, so if 1 sibling cancel is registration, we will take into account the cost of \$595 for one registration for the reimbursement;
5. The registration fee for the competitive tryout will not be reimburse if the player went on the ice 1 time.

Reimbursement calculation

Normal regular season being 6 months (October to March), the calculations are as follows:

the registration cost, minus insurance fees and ticket fees from Hockey New Brunswick, minus administration fees are divided by the number of months played.

Example of a request presented on January 10, 2024 :

Registration fees – 2023-2024 season: \$595
minus HDM insurance: \$30
minus HNB tickets: \$30
minus administration fees: \$50

Sub total: $\$485 / 6 = \$80.83/\text{month}$
Reimbursement of 3 months (January to March):
 $\$80.83 \times 3 = \242.49