

# REGISTRATION PAYMENT GUIDELINES

These guidelines apply to ALL Langley Minor Hockey player registrations for any given season.

**LMHA player registration will not be considered complete until your FULL payment is processed.**

FULL payment is considered as follows;

- That your cheque (must clear) or money order is received by LMHA.
- That your credit card payment is processed and/or the automatic credit card payment schedule has been established. At a minimum the deposit **MUST** be processed at the time of registration.
- That an alternate payment plan has been requested and *approved* by LMHA.

If you have any questions with respect to registration and/or registration payments, please contact the LMHA Administrator for assistance.

## REGISTRATION FEES

- All player registration fees, including rep evaluation fees, are due and payable at the time of registration; however, if you selected to pay by installments using your credit card, the registration will be considered processed once the deposit has been paid at checkout. LMHA reserves the right to rescind registration if for any reason, all agreed upon installment payments are not made on their due date(s).
- Full Payment of Offline payments (cheque or money order option) must be received by LMHA within 15 days of completing registration for it to be considered processed. LMHA will confirm once your payment has been received.
- LMHA will consider alternate payment plans (post-dated cheques), under extenuating circumstances, with proper Board approval on or *before* August 15<sup>th</sup>, 2019. To apply for an alternate payment plan, please see the LMHA registration web page. Additional fees for this option will apply and the final payment must be made as per the approval. No exceptions.
- Any registration fees not paid as of August 20<sup>th</sup>, 2019 will be subject to a \$50 late payment fee and may jeopardize your participation in evaluation skates.
- Any fees that remain unpaid as of September 15<sup>th</sup>, 2019 could be subject to a further \$50 late payment fee AND ice times will not be allocated until all fees have been paid-in-full.

\*The only exception to any of these deadlines would be where the Treasurer, VP of Administration and Registrar have approved an alternate arrangement.

\*Any late payment fees are over and above any late registration fees. Please refer to the LMHA Registration Deadline Policy found on the registration web page for details.

\*A dishonoured payment will be subject to an immediate \$35.00 service charge per incident. Failure to resolve a payment issue immediately could result in the player's registration being suspended and has the potential of that player not being provided any ice times and/or selected to a team.

## PAYMENT OPTIONS

### CREDIT CARD:

If you pay in full by credit card, that payment is processed at the time of your online registration. If you selected installment payments, the initial deposit will be processed at the time of registration and the subsequent payments will be automatically processed on June 20/July 20/August 20 for the given season. The processing fees are the responsibility of the registrant.

### CHEQUE OR MONEY ORDER:

If you select to pay by cheque or money order, once your online registration is complete, please print a copy of the receipt/invoice and include this with your payment within 15-days of your application. Please also include your players' name in the memo line on your cheque.

You can submit your payment one of the following ways:

**By Mail** – Langley Minor Hockey Association | Brookwood RPO Box 61571, Langley, BC V3A 8C8

**In Person** – LMHA Office located at George Preston Recreation Centre | 20699 - 42nd Avenue, Langley, BC, V3A 3B1

There is a secure black mailbox outside of the LMHA office and above a black filing cabinet. To access the mailbox, enter the doors of George Preston from the right side of the building when looking at it from the parking lot, head right and go through the sliding glass doors into the arena and towards the stands. Keep right and enter the tunnel under the stands through the blue door. You will see a yellow LMHA sign beside the mailbox. The LMHA office is the first door past that on the right. If the blue door is locked, please call maintenance to gain access to our mailbox. Their contact information is located on the door at the entrance to the building.

*\*Please do not leave any payments with the GPRC office staff.*

