



PORTAGE YOUTH SOFTBALL

WWW.PORTAGEYOUTHSOFTBALL.ORG

REFUND POLICY

In the event a player wishes to withdraw their registration from Portage Youth Softball, the following policy is in effect.

- Player withdraws prior to the regular registration deadline for the league they signed up for:
 - 90% Refund
- Player withdraws prior to the late registration deadline (if applicable) for the league they signed up for:
 - 70% Refund
- Player withdraws after the latest posted registration deadline for the league they signed up for, but prior to team assignments:
 - 50% Refund
- Player withdraws after team assignments:
 - No Refund

Note on Late Registration Fee: Only the registration fee is eligible for any type of refund. Late registration fees and other additional fees are not refundable.

Note on Team Assignment: For the purpose of this refund policy, Team Assignment shall be after registration closes for a league and occur when final rosters and emailed to head coaches of the league.

Note on Unforeseen Circumstances: Refunds for athlete withdrawal due to unforeseen circumstances (injury, moving, etc.) will be considered by the Portage Youth Softball Board of Directors on an individual basis.

Note on Refund Timing: All refunds will occur by June 1 in the form of reimbursements to the payment method used for registration or as a check mailed to the address on the registration form unless Portage Youth Softball is notified of a different preferred address. Portage Youth Softball is not responsible for lost checks and may charge a cancellation fee to void a check and reissue. Refunds not requiring the review of the Board of Directors can take approximately 1-2 weeks to process. Those requesting refunds should check their email for communication from Portage Youth Softball to expedite the refund process.

Note on Refund Request Process: All refunds must be requested using the online form available at www.portageyouthsoftball.org/refund-request. In-person, email, or phone communication is available for questions and to clarify the refund process, but a request must still be submitted using the online form.