

# **2017-2018**

## **COMPETITION REGISTRATION GUIDELINES**

### **PAYMENT TERMS:**

- All teams must be paid in full in order to receive credentials, practice, and perform at Varsity events.
- All registration must be received with full payment on or prior to the registration deadline.
- Personal checks and per participant payments will not be accepted.
- Business checks are accepted up until 6 weeks prior to the event.
- Checks that are returned for any reason will be charged a \$50 returned check fee in addition to the principal amount. Payment will only be accepted in the form of a credit card or cash for an event where a check has been returned.
- Varsity accepts the following payments on-site at events: credit card, certified check, money order, & cash
- A \$250 division change fee will be charged after Tuesday at 5pm EDT the week of the event for the following reasons:
  - If your total team numbers change to where they split/unsplit divisions causing the division to change
  - If you change divisions without changing team numbers  
*(This deadline may be sooner for Worlds Bid events)*

### **TRANSFER & REFUND POLICY:**

- No refunds will be issued within 30 days of an event.
- If a team withdraws 14 days prior to the event, a transfer of 25% to another Varsity event or a transfer of 100% to another event by the same brand will be available in the same season. Once this deadline has passed, there will be no refunds or transfers.
- All refund or transfer requests must be made in writing and received by the deadline.

### **INCLEMENT WEATHER POLICY:**

Should Varsity Spirit cancel an event for any reason, the Event Producer will communicate with the program account owners regarding any refunds or credits the week after the postponed or cancelled event.