

# 2018-2019

## 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 Monday 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.