

**ENZSA Policy**

**Number: P.12.19.22.6**      **Adopted by Board on: Dec 19, 2022**

<b>Policy Type:</b>					
Structure <input type="checkbox"/>	Objectives <input type="checkbox"/>	Registration <input checked="" type="checkbox"/>	Game Regulation <input type="checkbox"/>	Discipline <input type="checkbox"/>	Security <input type="checkbox"/>

**Title: Payment Plan Policy**

**Policy Statement:**

The Edmonton North Zone provides a standard payment plan option free of charge for any family who wishes to choose this option to pay. The following is what is currently offered:

Standard Payment Plan Offered

- 2 Payment Option – Payment 1 due today, Payment 2 due in 30 days
- Auto Removal of payment 2 from the same card used to pay payment 1
- Online payment only through the Zone Payment System (currently team snap)

In the event the parent chooses the standard payment option, it must be paid through the zone payment system (currently team snap).

Any failure of the 2<sup>nd</sup> payment being processed will signal an immediate notice to the parent/guardian to complete payment within 48 hours. If payment is incomplete in this time frame the player will be removed from the team.

From time to time a parent may request a Payment plan outside of the outlined standard option, provided there is suitable reason to support the request. To make this application, the request of alternate option must be made to the zone office via email at [socceroffice@emsanorth.ca](mailto:socceroffice@emsanorth.ca). This request is subject to board approval. It is the parent/guardians’ responsibility to **ensure the request comes in via email in a timely manner** so that it may be submitted and determined by the board prior to the **ON TIME** registration deadline. Any special arrangements not pre-determined by the On Time deadline will place the registration into **“Late Registration”** status. Please refer to the Late Registration Policy.

Any failure of the parent/guardian to submit payment according to the special payment plan will signal an immediate notice to the parent/guardian to complete payment within 48 hours. If payment is incomplete in this time frame the player will be removed from the team and subsequent special payment arrangement options will be denied.

**Important Information:**

- The North Zone office is not liable to send reminders to parents to ensure payments are made on time.
- The Payment plan can be combined with funding options to assist with registration fees for families who may need it.

**Purpose:** To establish clear concise rules as it concerns partial payments and payment plans to the zone