

EAST COAST SAGE CIRCLE
FEE PAYMENT POLICY

Business Area: Treasurer
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Status: Revised & Approved 1/13/07

POLICY:

ECSC is a non-profit organization that offers personal growth and education experiences for women. Participant fees primarily fund ECSC's budget. ECSC depends on the collection of participant fees to continue its mission and activities.

Financial accountability is one of the core values of East Coast Sage Circle, Inc. (ECSC) In support of that value, ECSC is establishing a policy regarding payment(s) for the Women Within Training Weekend (WWTW) and other ECSC sponsored events.

PROCEDURE:

Payment in full is required in order to attend the WWTW.

ECSC will accept personal checks for fees associated with WWTW up to 14 days prior to the event. Payments made within 14 days of the WWTW must be made by money order, credit card, or in cash.

Women unable to pay the full amount charged for ECSC events, including staff fees for the WWTW, (excluding WWTW participants and any Woman Within International Ltd., sponsored events), can pay what they can afford by notifying the ECSC Administrator.

A. WWTW Deposit

The deposit required to hold a participants space in the WWTW, as outlined in the Reimbursement & Fee Schedule of ECSC, is non refundable. The only exception to this is when a woman has applied for an ECSC Scholarship and the funds awarded are not sufficient to allow her to attend. Her deposit will be returned or at her request, held for a future WWTW sponsored by ECSC. A woman may transfer her registration to another WWTW sponsored by East Coast Sage Circle within a 12 month period from the date of her first registration.

B. Returned Checks

If a prospective participant's check is returned it may be re-deposited and the service charge assessed by ECSC's bank is the participant's responsibility and must be paid and cleared before the WWTW or ECSC event. Outstanding checks

and bank fees must be paid in full before a woman can register for another ECSC event including staffing the WWTW.

C. Returning Participant Fees:

ECSC will return all payments, except as noted below (D, E, and F), received from a prospective participant whose check is returned and who cannot, or chooses not to abide by one of the alternatives listed above (paying in cash, by credit card or with a money order.) Requests for any refunds must be made in writing to the ECSC Administrator and is at the discretion of the ECSC Board of Directors.

D. Credit Card Service Fees:

A fee is charged to ECSC by the bank for processing the use of any credit card. Due to the non-profit status of ECSC, the organization cannot absorb the cost of credit card transaction processing fees and therefore must be paid by the user of the credit card. Credit card charges in excess of \$100 are subject to a \$20 service charge.

E. Cancellations:

There are substantial costs associated with processing registrations for the WWTW and other ECSC events. If a prospective participant cancels her registration any time before 5 days of the event her deposit is forfeited.

F. No Shows and Late Cancellations

A participant, who has registered with the ECSC Administrator for the WWTW or an ECSC event, will forfeit her full registration amount if she does not give verifiable notification of her cancellation within 5 days of the beginning of the event. (The WWTW begins at 6 pm on the first day of the WWTW.)

G. Transfer of Registration:

In the event a woman has paid her deposit or has paid in full for the WWTW or an ECSC event and she chooses to transfer her registration, the registrant will be allowed one transfer without forfeiting her deposit as long as the transfer is made with verifiable notification 30 days prior to the WWTW or ECSC event. If a participant transfers within 29 days of the WWTW, she will be obligated to pay an additional \$50 to cover administrative costs. Should the participant subsequently transfer **or** transfer within 5 days prior to the WWTW or less, she will be required to pay an additional \$100 deposit to transfer her registration to cover the administrative costs.