



Registration Refund Policy

Kwinana Athletics Centre (KAC) understands that circumstances change, and we have this registration refund policy to explain how a refund request can be made and when.

Come and Try

KAC offers a free "Come and Try". The Come and Try includes 1 week of training (2 sessions) and 1 competition day. We encourage people to take advantage of this to get a feel for how it all works before you commit.

Fees

Our registration fees are made up of two parts:

- Athletics West (AW) portion
- KAC portion

If a refund is approved and made, it may be made in two separate amts at two separate times.

There will also be an administrative fee deducted from any refund given. See below table for list of admin fees.

Request for a refund

A request for a refund must be made in writing by emailing kwinanaac@outlook.com. A clear justification and any applicable evidence must be included in the request. This request must be made as soon as possible.

Approval

The KAC executive committee will assess each request for a refund and will advise of the outcome and any reasoning as soon as practicably possible.

For the AW portion of the fees, KAC will make the refund request to AW on your behalf. That approval is up to AW and KAC has no control over how long may take or if they will approve or not.

Refund processing

If a refund request is approved, the KAC Treasurer will issue the refund minus the applicable admin fee. See below.

Admin Fees (for KAC portion of fees)

Refund Reason	Admin Fee Amt
Change of mind (after the first 3 weeks of competition)	\$75
Change of mind (within the first 3 weeks of competition)	\$25
Relocation (after the first 3 weeks of competition)	\$40
Medical Reasons (doctors letter / certificate required) within first 6 weeks of competition	\$25
Medical Reasons (doctors letter / certificate required) after first 6 weeks of competition	\$40

KAC has no control of any admin fees AW may charge. They will be advised once known and if applicable.