



## 2021-2022 Payment Form

Use this form to submit all cash or check payments to the Ski Club. Simply mark the boxes to choose.

### Payment Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_ PSU Email Address: \_\_\_\_\_

Trip: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Student ID #: \_\_\_\_\_

#### Purpose of Payment

Deposit  Balance  Membership Dues  Other: \_\_\_\_\_

#### Ski Club Member Payment Type

Yes  No  Check  Cash

### Payee Information

Phone Number: \_\_\_\_\_ Non-PSU Email Address: \_\_\_\_\_

Year:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Grad T-Shirt Size: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Payment Policy

#### Means to submit Payments

There are two (2) ways to submit payment to the Ski Club. We accept checks made out to **PENN STATE SKI CLUB** and cash. Check and cash payments must be accompanied by a payment form, which can be found at the Ski Club website under forms. Returned checks are subject to a \$25 processing fee. All payments are due on the assigned due date unless other arrangements have been made prior to the due date.

#### Deposits

A deposit is required for all Ski Club trips. Deposits reserve space on the trip, as well as allow various items to be purchased ahead of time. Deposits are nonrefundable. Due dates will be established within reasonable timeframes for members to pay. Certain trips may have different deposit policies.

#### Final Payments

Final payments are nonrefundable after the final payment due date. If an individual cannot attend a trip before the final payment due date, they can get their final payment balance back. If an individual cannot attend the trip after the final payment due date, they have the option of finding another individual to replace them on the trip. If the individual is not able to find a replacement, they will forfeit their spot on the trip with no refund. If the trip involves airfare, and trip airfare has already been purchased, the member will be responsible for paying all fees associated with the name change. Trip insurance is suggested in case extenuating circumstances arise, as the Ski Club will not make exceptions to this policy.

#### Late Payments

The club is sympathetic to the possibility that members may not have the cash on hand or have scheduling conflicts with attending payment meetings. If a member anticipates they will not be able to attend the meeting, we kindly request that they contact the treasurer prior to the meeting to arrange payment. If the member does not contact the treasurer prior to the final meeting, they must contact the treasurer within two (2) days to make arrangements to pay. If payment is not remitted within five (5) days of the final payment meeting, all payments to the club for the trip will be forfeited.

#### Refunds

Should a member be eligible for a refund for all or part of a payment (see sections above for eligibility requirements), arrangements will be made as follows: The Ski Club will issue a check or cash in the amount refunded. Please allow fourteen (14) days following the refund request to process the check. The refunds will be available for pickup from the treasurer.

Treasurer: Jonah Grove

Email: jug357@psu.edu