



### 2012-2013 Payment Form

Use this form to submit all cash or check payments to the Ski Club.

#### Payment Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Trip: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Purpose of Payment

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

#### Ski Club Member

Yes  No

#### Payment Type

Check  Cash

#### Non-Member Information

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Are you a Penn State Student?

Yes  No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Class:  FR  SO  JR  SR  Grad T-Shirt Size: \_\_\_\_\_

#### Payment Policy

##### Means to submit Payments

There are three (3) ways to submit payment to the ski club: We accept checks made out to **THE PENN STATE SKI CLUB**, as well as cash. E-mail our treasurer if you would like to pay with a credit card and we will get back to you. 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. Credit card payments are subject to a 3% processing fee, if this option is available. 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 clubs trips. Deposits reserve space on the trip for members, as well as allow various items to be purchased ahead of the time. Due dates will be established within reasonable timeframes for members to pay. As such, once a deposit is submitted, only 50% of said deposit can be refunded up to the date in which the final payment is due. Once the final payment is due, the deposit is nonrefundable. Certain trips may have different deposit policies.

##### Final Payments

Final Payments are nonrefundable and are due at a ski club meeting established at least one (1) week in advance of the due date. Final Payments are nonrefundable. If an individual cannot attend the trip, they have the option of finding another individual to replace them on the trip. 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 have one of two options:

- Attend office hours scheduled within three (3) days of the final payment meeting. Office hours will be announced via the listserv. If the member does not attend office hours, 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.
- Pay online via credit card within four (4) days of final payment meeting. 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. This option may or may not be available for your trip; contact our treasurer to find out for sure.

##### Refunds

Should a member be eligible for a refund for all or part of a payment, arrangements will be made as follows:

- If payment was made via credit card and the trip is cancelled (member not at fault for refund), the full purchase amount including credit card processing fees will be returned to the member via check.
- If payment was made via credit and the member is unable to attend the trip (member at fault), the refunded amount, not including credit card processing fees, will be returned to the member via check.
- If payment was made via check or cash, the SKI CLUB will issue a check in the amount refunded. Please allow fourteen (14) days following the refund request to process the check. The checks will automatically be cut to the address the club has on file. If the club does not have an address on file, the SKI CLUB will make an effort to contact you in order to secure your address.

TREASURER: JOEL SALEM. [JAS6354@PSU.EDU](mailto:JAS6354@PSU.EDU) (215) 266-0674

#### Ski Club Payment Receipt (Detach)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

#### Purpose of Payment

Trip: \_\_\_\_\_  Deposit  Balance  Dues  Other: \_\_\_\_\_

#### Payment Type

Check  Cash