



## HVAA InHouse Fee Waiver Policy (Rev. September 2018)

### Background:

The Board of Huntingdon Valley Athletic Association (HVAA) recognizes that from time to time members of the community are faced with hardships that might prevent a child from participating in our programs. This is a guidance on processing fee waiver requests.

### Policy:

It is HVAA policy that individuals may apply for and be granted a fee waiver for a fee waiver or reduction based on an inability to pay.

### Implementation and Process:

1. On a case by case basis, HVAA will evaluate these instances based on the information supplied by the parent or guardian.
2. The information will be supplied by a parent/guardian on the appropriate "Fee Waiver" form obtained from the President.
  - At a minimum, the information will include the child's name, age, sport where the fee waiver is being requested, person submitting the request, contact information of person submitting the request, and description of the hardship. In addition, we ask the submitter to supply ALL relevant data related to the hardship that will help the board decide.
  - The form will be submitted by the parent/guardian to the President and Vice Presidents of HVAA;
  - The President or a Vice President will distribute the form to the Executive Committee for initial evaluation.
3. The Executive Committee will return a recommendation to the board within 5 days of receipt, but without the name or any identifying information of the individual(s) making the request.
4. The decision criteria for evaluation will include:
  - HVAA's mission statement of providing access to sports to the community;
  - The family's ongoing participation and contribution to HVAA's program;
  - All information provided by the requesting parent/guardian.
5. The board will discuss and vote on the request via email within 48 hours or the decision may be tabled until the next scheduled board meeting (if possible and based on timing of the season, etc.).
  - The maximum amount of allowance to be given shall be the current regular in-house registration fee for the sport requested. This credit may be used towards the registration fees of in-house;
  - The board shall vote on whether a hardship allowance should be granted and if so, how much money should be waived. Both votes require a simple majority to pass.