

OHIO-WEST VIRGINIA STATE YMCA

Youth in Government Student Manual

Financial Responsibility

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© Ohio-West Virginia State YMCA
400 Main Street, P.O. Box 239
Pt. Pleasant, WV 25550
Phone 304.675.5899 • Fax 304.675.5977
www.hi-y.org



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Program costs to the HI-Y Leadership Center (Ohio-West Virginia State YMCA) are higher than the fees the Center charges participants.

The HI-Y Leadership Center continues its policy of keeping fees below costs to help youth from a range of economic levels participate. Help HI-Y control costs so fees can remain below cost.

Participating groups and individuals accept the responsibilities listed below to help the HI-Y Leadership Center maintain its fee policy so youth from a range of economic levels may participate.

1. Educate Participants, Parents, School & YMCA Administrators

Inform these persons of the true costs of these programs to the HI-Y Leadership Center and the lower fees the Center offers everyone.

2. Meet All Deadlines

The Center manages many programs at once with too few staff. We get one thing done and move on to the next. We don't have time to go back and re-do something because a group or individual is late. Time is money. Do not ask us to spend more time/money to fix a problem caused by local failure to meet a deadline. On time Affiliation also = lower student fees.

3. Get Completed HI-Y Affiliations in by October 20!

Completed HI-Y Affiliations in to us by October 20 earn our lowest program fees. After October 20, you will pay higher program fees.

4. Accurately Complete All Forms

Type or clearly print all information on forms with accurate information including a person's name (spelled correctly), address, phone, zip, e-mail, etc.

5. Submit Payments

For a program using one check for the total group, include a listing of individuals and the amount of the check applied to each person.

6. Follow the Center's Cancellation and Refund Policy

Cancellation and Refund Policy

The best laid plans can go awry. Due to the significantly lower than cost fees charged to participants, the HI-Y Leadership Center has *no flexibility to provide refunds*. Therefore, our **policy is NOT to provide refunds nor can the fee be transferred to that of another registered person or program**. The Center does permit sending a replacement for the person who must cancel. Actually, the person(s) cancelling should reimburse the Center for the costs the program has incurred on their behalf by paying the scholarship received back to the program.

Please note and take appropriate action -

1. Local HI-Ys and other delegations who want to provide refunds to any students who cancel, need to set aside money to provide such refunds locally.

2. Delegations **do not refer parents, participants, school or YMCA administrators to the HI-Y Leadership Center with billing or refund questions. Handle these questions locally.**

3. After a delegation is registered for a Conference, that delegation is responsible for the entire payment for that number of student and adult delegates.

4. Remember - **No Refunds from the HI-Y Leadership Center**, so do not ask nor have others call to ask. Weather does not count either. Do not ask for a refund because of weather. HI-Y has already spent more on your student(s) even before the program conference occurs than was paid to HI-Y.

5. Local groups may want to consider purchasing an insurance policy that pays if for some reason the group needs to cancel out of a program. Check with your insurance company about coverage – there is vacation insurance for example. Look for this coverage if it helps your situation.

Note: Inform school administrators, parents and students of this cancellation and refund policy prior to signing up any students for a conference or program.