

The University of Texas at Austin
Longhorn Aquatics
BILLING POLICIES
Effective September 1, 2007.

1. The Longhorn Aquatics (TXLA) Diving and Swimming registration fee is \$50 yearly per family. Members who join between May 1st and July 31st will be charged a prorated registration fee of \$20. Members who join in August will not be charged a yearly fee. All families will pay the \$50 fee each September.
2. Training fees at sign up may be prorated to ½ month if the member joins after the 15th of the calendar month. If a member joins in the last five (5) days of a month and has paid a **full** registration fee and the first and second months' dues in advance, the new member may start those few days early and the training fees paid will be for two full months. Masters Yearly membership dues are **non refundable for any reason**.
3. Members are billed a month of training in advance. All account statements for each month will be mailed on or before the 10th of the previous month. Full payment of account balances is due on or before the 5th of the month for which the dues are payable. Members may elect to use our credit card payment option. Although you will receive a statement for your records, at the end of each month your credit card will be debited any amounts due.
4. There will be \$15.00 late fee charged for any payment received after the 5th of the month. If special consideration is needed, please contact the Business Office and your account will be reviewed.
5. One Month Only Policy: Guests wishing to participate for one month only or for a short duration will pay a prorated fee of \$20 for the TXLA Yearly Registration, plus the appropriate monthly training fee, plus any required NGB Fees. One month age group participants will not be held responsible for voucher fees. Temporary members will not be refunded for any fees for any reason. The Business Office must be notified on the length of stay up front.
6. Members with balances over 30 days old will not be eligible to enter meets until the account is brought current. Balances 60 days overdue will result in termination of membership privileges. **You must contact the Business Office immediately to avoid termination of your membership.**
7. If a member quits the program or is dropped from Longhorn Aquatics due to a delinquent account, overdue and current account balances are immediately due in full. The member will be allowed to rejoin the program only after the past due balance is cleared and a joining fee of \$20.00 is paid. Any exemption of the \$20 fee will be made on a case by case basis.
8. A delinquent account with a balance that is 60 days overdue will be reported to the credit bureau and forwarded to a collection agency for collection efforts. In addition to the delinquent balance owed to Longhorn Aquatics, the member will be responsible for the additional fees charged by the collection agency.
9. Each member will be charged a **full month's dues** for every month in which they compete or attend a training session. Training fees are not refundable for a partial month. Fees will not be prorated under any circumstance other than a **documented medical condition** that would prohibit physical participation. Team members who do not participate in a specific month of training risk losing their spot in their respective practice group. They will be assigned a practice group by the head coach when returning, based on space availability and ability to fulfill practice requirements.
10. A member who will be **out of town** for business/tri-athlete reasons should contact the Business Office 2 weeks before the scheduled leave to adjust their account. Age group members who will be out of practice for 30 consecutive calendar days or more must notify the Business Office 2 weeks before the start of leave to adjust their accounts. Accounts will not be adjusted retroactively regardless of reason. Make sure you receive confirmation from the Business Office in writing/email on your notification or you will be held to the fees.
11. **Any swimmer/diver wishing to drop out of the program must notify Longhorn Aquatics' Administrative Associate in writing or email by the 15th of the month in order to avoid being billed for the next month.** Verbal notice to a coach or anyone other than the Business Office that one plans to discontinue participating in Longhorn Aquatics is not proper notice. If a member is billed unnecessarily and cannot provide proof of termination date, the member will be responsible for all charges on the account(s).

