November 12th, 2017

From: HAYSL (AYSO Region 627) Regional Commissioner (RC)

To: AYSO Players and Families

Subj: Refund Policy

Purpose: This letter is to put forth policy and procedures for requesting a refund for the current season. HAYSL will not refund any monies from a prior season.

Procedure: Players wanting a refund must contact the Regional Commissioner (RC) to formally request a refund. The request must contain contact information including a phone number and a mailing address to send the refund. The RC will contact the treasurer who will issue the refund according the schedule below:

* Full regional refund: When requested prior to the Sunday before the first practice week of the season.
* Partial (50%) refund: When requested from the Sunday before the first practice to the day prior to the first game week of the season.
* No refund: When a refund request is made after the day before the first day of games.

\*\*\* The annual AYSO fee is not refundable!

 Sincerely,

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 Jeremy Shupp

 HAYSL

 Regional Commissioner–AYSO Region 617

 (240) 382-0939