

# Payments Policy

**Version 1.0.**

**Issued:** May 2020

**Last Review:** May 2020

**Next Review:** May 2022

The default method of payments to the group or relevant sections are:

- For subscriptions – Direct Debit by OSM (Online Scout Manager), or another format agreed with the group.
- For Trips and Camps – this is decided on a case by case basis by the group or section, but may include cash, cheque, BACs, or OSM (Online Scout Manager)

## Subscriptions

The rate of subs is set by the Group Executive Committee. From 1<sup>st</sup> April 2020 subscriptions should be paid via Direct Debit by OSM (Online Scout Manager), or another format agreed with the group.

The Group Executive Committee shall review the cost of subs at periods they deem suitable. Ideally, a minimum of 4 weeks notice should be given prior to any change in the cost of subscriptions.

## Camp / Trip Costs

Payment for all camps/trips is due IN ADVANCE of the trip, unless agreed with the leader in charge of that trip. Places may be forfeited should payment not be received by any due date, and any overdue payment will still remain payable.

All deposits are non-refundable. Where there is a single payment for a camp or trip, this should be taken to constitute a non refundable deposit.

Other payments are generally non refundable, in particular where cancellation is made after a payment deadline has passed.

If attendance is cancelled the payment may remain payable. Signing a young person up to any trip or event constitutes an agreement to pay the full amount for that trip or event.

Payments may be waived at the discretion of either the Section Leader, or Group Scout Leader, or Group Executive Committee where:

- Where a young person is signed up in error and this error is notified to the GSL or section leader within a timely manner
- Where there are mitigating circumstances (e.g. family emergency/illness)

In some circumstances payment will be taken after a trip.

On these occasions, non payment may result in suspension of membership of the group until payment has been made. Cancellation of attendance of a trip does not remove the requirement to pay unless at the at the discretion of either the Section Leader, or Group Scout Leader, or Group Executive Committee

### **Non Payment of Subs**

If amounts become overdue, two reminders will be sent automatically by email if paid via OSM, or manually by leaders.

Should the amount remain outstanding after 21 days, a formal letter/email may be sent giving 7 days notice to make the payment, and explaining that unless payment is made within a set timescale then membership may be terminated.

At least 7 days later, a further letter may be sent terminating membership. Upon membership being terminated, the relevant space will be offered to the next person on the waiting list. Should you wish to rejoin the group, you will need to enter the waiting list afresh.

### **Financial Hardship**

We recognise that there are circumstances where members of the (Scout) Association may be unable to meet the financial commitments for key Scouting events, but their participation would be both deserving and of significant benefit. The Financial Hardship policy outlines the framework for handling cases of financial hardship. Hardship cases are always considered on a case-by-case basis.

The Financial Hardship Policy can be viewed at [www.105highgreen.co.uk/policies](http://www.105highgreen.co.uk/policies) or by requesting a paper copy.