

Stormont Community Engagement Project

Terms and Conditions of Registration

The following Terms and Conditions apply for all schemes, projects and activities run by Stormont Community Engagement Project.

1. Places will be allocated using the Criteria system agreed by the committee and outlined in the Registration Packs and Application Forms. For smaller schemes such as the 11-18's summer scheme an online first come, first served system may be used at the discretion of the committee.
2. Once a Scheme, Activity or Project is full then a waiting list shall be drawn up using the agreed waiting list policy.
3. Being a member of Stormont Presbyterian Church does not give any automatic right to a space.
4. Registration will be based on the child's age as of 1st July for Summer Schemes and 10th October for Half Term Schemes.
5. If a parent or guardian can't attend the Registration for a particular scheme then an alternative time for registration may be arranged at the discretion of the Designated Committee Member with responsibility for the scheme, or an immediate family member can complete the payment and collect forms. Forms must then be completed by the legal parent / guardian and returned in the timescales outlined below.
6. To register a child the legal parent / guardian must complete all relevant registration and consent forms. If these need to be taken away they must be returned within 5 working days or the place will be reallocated and a refund less the £10 non-refundable deposit and a 15% admin charge will be given.
7. Places must be paid for in full at the time of registering, unless a previously agreed payment plan is in place. In this situation, a non-refundable deposit must be paid.
8. It is a parent / guardian's responsibility to ensure all forms are completed prior to the start of the event, activity or scheme. In the case of incomplete or missing forms this may result in the child not being permitted to attend that day or activity with no refund. This will be at the discretion of the leader in charge.
9. All spaces will require a £10 non-refundable deposit.
10. Spaces will be refunded if cancelled¹ more than 15 working days prior to the start of the scheme, project minus the £10 non-refundable deposit. However, the following admin charges will also apply. 30 working days or more £2, 15-30 Days 20% of the

¹ See Point 15 for exceptions to this rule

total fee, 10-15 Days 60% of the total fee. Fees for residential activities will be different.

11. Working Days are Monday – Friday.
12. Dates for Registration Days or the date registration starts and the procedure to be followed will be advertised at least 10 days before the given date.
13. Registration Days will take place on a date and at a time agreed by the Community Engagement group and in the case of summer scheme notified to parents in their allocation letter.
14. If a parent fails to register their child for a scheme they have been allocated a place on then the space may be reallocated without further communication at the discretion of the Committee Member in charge of registration.
15. In the case of Summer Scheme any parent who has been allocated more than one week who does not cancel the second week prior to the registration evening the £10 deposit must still be paid on the cancelled week. This may also impact future applications.
16. If our staff or volunteers feel parents are being abusive or aggressive they have the right to refuse to register the associated children. The final decision will be made by the Chair person of the project.
17. Any appeals or complaints about any aspect of the registration process or scheme will be heard by the chairperson, and two other committee members.

Agreed by the Stormont Community Engagement Committee 30th May 2017