

# UPWARD at The Church at Polaris

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## *Waiting list policy – revised October 2009*

Our policy regarding our league's waiting list is as follows:

1. We will record the date we received your child's PAID registration. Only a paid registration will hold a spot.
2. After online registration closes, a paper registration form must be completed and submitted with payment to the church office. Waiting list registrations will be received in the church office M – F 8:30am - 4:30pm.
3. Once an age division is full, the next paid registration received beyond our capacity in that division will be first on the waiting list. As spots within the league in your child's age division become vacant, we will contact those on the waiting list in order received.
4. Although every effort will be made to move your child from the waiting list to active status, there are no guarantees.
5. Your child's name will remain on our waiting list until December 31<sup>st</sup> or you (the parent/guardian) request the name to be removed; whichever comes first.
6. Once your child's name is removed from our waiting list, we will refund, in full, your registration fee. Checks will be sent via the mail to the address used on your registration.