

CPA Saint-Laurent – REGISTRATION POLICIES

MEMBERS IN GOOD STANDING

All members of CPA Saint-Laurent (hereinafter referred to as CPASTL) must be members in good standing. This means that all fees, including registration, coaching, test day, competition, and any other fees, must be paid in full at least five (5) days prior to registration.

MEMBERS WITH OUTSTANDING BALANCES

Members with outstanding balances will not be permitted to participate in club activities and their ice privileges will be suspended until all outstanding amounts have been paid in full. Fees related to tests, competitions, etc. must be paid before registration.

REGISTRATION PRIORITY

Members registered for the Fall-Winter 2025-2026 season are eligible for pre-registration and general registration for the Fall-Winter 2026-2027 season. Eligibility for pre-registration or general registration does not grant any special status to a sibling or other family member wishing to register with the club. Each new registrant must individually meet all eligibility and registration requirements.

Members registered in the current Fall-Winter season are eligible to register for Spring and Summer sessions of the same year.

A skater who joined the club during the Spring 2026 session is not eligible for pre-registration. Registration in the spring does not guarantee registration for the Fall-Winter 2026-2027 season. However, the skater may be eligible during the general registration period if all requirements are met.

GENERAL CONDITIONS

- All prices and schedules are subject to change without notice.
- CPASTL reserves the right to cancel any program if registration is insufficient.
- Skaters whose skating abilities correspond to CanSkate Badge 3 or higher are not eligible to register.
- CPASTL reserves the right to cancel any registration containing false information regarding residency or skating level. For example, a skater who has obtained Badge 3 or higher, or who has passed a STAR test, may not register in a CanSkate group, a STAR Group Lesson, or an Adult Group class. A \$25 administrative fee will apply. Skate Canada membership fees are non-refundable.
- Cancellations resulting from arena activities, natural disasters (including but not limited to fires, explosions, earthquakes, droughts, tidal waves, floods, etc.), or municipal arena operations are not eligible for make-up sessions or reimbursement.
- To obtain the maximum discount, all registrations must be completed in a single transaction. Multiple transactions will not benefit from discounted rates.
- Space is limited in all programs. Availability cannot be guaranteed. Registrations are processed on a first-come, first-served basis.
- Registrations must be completed online and in full to be accepted. Telephone and email registrations or reservations are not accepted.
- Registrations are processed in the order received. Full payment is required at the time of registration. Unpaid registration fees remaining after two email reminders (15 days) will be subject to a \$25 administrative fee.
- Late registration fees:
 - Fall-Winter: +20%
 - Spring: +20%
 - Summer School: +10% (minimum \$10)

These fees apply to registrations submitted after the general registration period.

- Administrative fees for registration changes:
 - Within 24 hours of registration: \$5
 - More than 24 hours after registration and before the session begins: \$10
 - After the session has started: \$15
- Low-income families meeting established eligibility criteria may receive a discount on registration fees. Supporting documentation obtained from the Borough of Saint-Laurent (green form) must be submitted to the club by email five days before registration opens. This discount applies only to a basic Fall-Winter registration.
- Sessions must be purchased as complete units; partial session purchases are not permitted. CPASTL is not obligated to accept registrations after the end of the general registration period.
- A skater may not replace a registered session with another session. To skate on another session, a skater must purchase an additional ice session ("patch ice"). No patch ice will be sold for a full session, even if participants are absent. The club must be notified in advance to verify availability.
- This season, parents and skaters must read the preseason concussion awareness resource and include the acknowledgment with their registration or submit the acknowledgment form by email within 30 days of registration (e.g., by October 5, 2026).
- A valid Biblio-Carte-Loisirs is mandatory for anyone wishing to participate in activities offered by recognized organizations in the Borough of Saint-Laurent. Any false declaration will result in suspension of card privileges. The card is free for residents and mandatory for both residents and non-residents.
- Missed classes cannot be made up, and no credit or refund will be provided for absences for any reason.

Skaters may retain their Home Club status for the 2026-2027 season if they are registered with CPA Saint-Laurent in one of the following categories:

- Regular Registration
- Sport-Études Registration
- AP Program Registration

PRIVATE PROGRAMS

New skaters may register for the Spring 2027 session. Spring registration does not guarantee a place for the Fall 2027-2028 season. Skaters must be registered Skate Canada members for the current season to participate in the Summer session. Skaters registered as second-club members may register for Spring or Summer sessions.

CHANGE OF CATEGORY

A change of category is not permitted after registration closes. If a skater passes a higher test level during the season, they will nonetheless retain the category established at the time their registration was validated.

MAXIMUM NUMBER OF SESSIONS

Group Programs (CanSkate, Adults)

Maximum number of sessions: 4 in total

- CanSkate: maximum of 2 sessions;
- CanSkate Lesson: maximum of 2 sessions.

Any registration for a CanSkate Lesson must be accompanied by registration in a CanSkate program.

Ribbons and badges earned through private lessons taken outside of the CanSkate program may be purchased upon request from the club.

Private Programs

Maximum number of sessions: 4 in total among the following activities:

- Private;
- STAR Group Lesson;
- Development (DEV).

Registration in a STAR Group Lesson or Development (DEV) session alone is not permitted. The skater must be registered in a minimum of two (2) sessions, including at least one (1) private session with a coach of their choice.

CREDIT AND REFUND POLICY

No cash refunds will be provided. Credits or refunds will not be considered after half of the classes have taken place, except for medical reasons accompanied by a medical certificate. No credits, make-ups, or refunds will be granted for missed classes, regardless of the reason.

A full credit will be issued for any request made before the start of the program. Skate Canada membership fees (\$66) are non-refundable. A \$25 administrative fee will apply.

No credit will be granted after the registration deadline.

Medical cancellations requested after the program has begun but before half of the classes have occurred must be submitted in writing (email to the club) and accompanied by a medical certificate. The email date will be used to calculate the credit amount based on the number of remaining lessons, less any applicable cancellation fees.

REFUNDS

- A service charge will apply to all refund requests:
 - \$25 for Fall-Winter seasons and Summer School;
 - \$10 for the Spring session.
- Mandatory Skate Canada membership fees are non-refundable and will be deducted from any refund granted.
- Refund requests must be submitted in writing and accompanied by supporting documentation. The CPA Saint-Laurent Board of Directors will review each request. All decisions are final.
- The club will issue an account credit within two to four weeks following the decision.

TRANSFER REQUESTS

- \$5 for requests made within 24 hours of registration.
- \$10 for requests received before the first class.
- After the season begins, a \$15 administrative fee will apply to all session change requests until:
 - October 10, 2026 (Fall-Winter);
 - May 8, 2027 (Spring);
 - July 2, 2027 (Summer).

Any requests received after these dates will be refused.

CONDITIONS

No payment or credit will be issued for refunds of \$10 or less after deduction of administrative fees.

Please note that new registrations for group or private lessons received by mail or deposited at the club office before the first registration day reserved for new members will not be considered. All registrations and payments must be completed online.