



## Cochrane Minor Hockey Association (CMHA)

### Policy Title: Promo Code and Financial Assistance Policy

**Effective Date:** September 15, 2024

**Website:** [www.cochraneminorhockey.com](http://www.cochraneminorhockey.com)

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### 1.0 Overview

This policy provides guidance for families or individuals who plan to utilize **financial assistance programs** to cover their CMHA registration fees.

Programs may include (but are not limited to):

- KidSport
  - Canadian Tire Jumpstart
  - Hockey Canada Assist Fund
  - Kimmett Foundation
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### 2.0 Policy

**2.1 Promo codes will not be issued until proof of approved financial assistance is provided to the CMHA Administrator.**

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### 3.0 Process

**3.1** At the time of registration, families seeking **funding assistance** or **alternative payment options** must:

- Contact the **CMHA Administrator before registering**
- Provide a **copy of approved funding application(s)**

**3.2** If a funding agency requires **proof of registration** before approving an application:

- CMHA will issue a **form letter** showing the total annual fee, which the family can submit with their funding application.

**3.3** If the **approved funding amount does not cover the full registration fee**, the family must pay the **remaining balance** as follows:

**Example Scenario:**

- U9 Registration Fee: \$850
- Approved KidSport Funding: \$500
- **Remaining balance of \$350** is split into:



- \$225 due at registration
  - \$125 due July 1st
  - CMHA will wait for KidSport to pay the \$500 balance
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#### 4.0 Exceptions

**4.1** If a family **registers late**, after standard payment plans have closed, they must still:

- Provide **proof of funding approval** before receiving a promo code
- **Alternatively**, register and pay in full, and CMHA will **refund any assistance** received later

**4.2** If the above arrangements do not suit a family's situation, the **CMHA Administrator** will:

- Work with the family to establish an **agreeable payment plan**
- **Minimum payment expectations:**
  - 50% of balance due by **September 1st**
  - Remaining 50% due by **October 1st**