



# Colony West Swim Club (CWSC) Dues, Proration, and Payment Policy

This policy outlines the requirements for annual dues payment, the rules regarding late payments, and the payment options available to all members.

## I. Annual Dues and Payment Deadlines

### A. Existing Members

Annual membership dues are payable in full on or before **May 1st** of the current operating year.

### B. Late Fees and Membership Status

1. **Late Fee:** A penalty of **\$50.00** will be assessed for any annual dues payment received after **May 1st**.
2. **Risk of Replacement:** Existing members who have not paid their annual dues (plus any applicable late fees) by the May 1st deadline run the risk of having their membership slot filled by a new member on the club's waitlist.

### C. New Members

This late fee policy does **not** apply to new memberships established or paid for after May 1st.

## II. Prorated Dues

Prorated dues are offered **only to new members** joining the club *after* the May 1st deadline has passed. The prorated membership dues are determined based on the date on which the membership is established. The initial membership Initiation Fee will also be due in full at the time the prorated membership is established.

## III. Updated Payment Options (Effective 2026 Season)

As part of our commitment to streamlining operations and modernizing administrative processes, CWSC is encouraging the use of electronic-only payment methods.

## A. Retirement of Check Payments

Beginning with the **2026 season**, **check payments will no longer be accepted** for annual dues, initiation fees, or any other **ONSITE** club transactions. Cash payments will still be accepted onsite. ***Please note that current members will still be able to make annual dues payments prior to the club opening via check if needed, although ACH or debit/credit card payments are strongly encouraged.***

## B. Available Payment Methods

Members will be able to make payments using the following secure and efficient digital methods:

- ACH (Automated Clearing House) / Bank Transfer
- Credit/Debit Card
- Check payment (will still be accepted for payment of annual dues and fees until club opening on Memorial Day; once the club opens for the season, only credit/debit card payments or ACH will be accepted.)

## C. Rationale for Retiring Checks

This change allows the club to focus resources on enhancing the member experience rather than manual administration. The shift away from checks eliminates:

- The significant administrative burden of manual tracking and bank deposit handling.
- The risk associated with incorrect payment amounts or bounced checks.
- The risk of lost checks in the mail or issues with an insecure drop-off location at the pool.
- The need for manual issuance of separate checks for any necessary membership refunds.

## D. Processing Fees

The Board of Directors will make an annual determination regarding whether to **pass processing fees (for credit/debit card transactions) on to the membership or absorb those costs** into the club's operating budget. Members will be notified of this determination prior to the opening of the membership payment window each season.