Insert Logo Here

Air Cadet League of Canada

(Legal Name insert here)

**ASSESSMENT POLICY**

**What the funds collected are used for:**

*“The Canadian Cadet Movement (CCM) delivers the Air Cadet Program through a partnership between the Department of National Defence (DND) and the Air Cadet League of Canada. While there is no cost to the Cadet for their uniforms or to participate in the core elements of the Air Cadet Program, an assessment is charged by Squadron Sponsoring Committees (SSC) to cover the cost of optional training and equipment not covered by DND, cost of the Squadron’s parade facility (LHQ) (if applicable) as well as the annual BCPC Assessment.*

*No cadet will be refused registration or disadvantaged in any way because of their parent/guardian’s inability to pay this assessment. All requests for hardship exemption of this fee must be submitted to the SSC Chair by the parent/guardian prior to the Cadet’s registration. All communication in this regard will be kept confidential between the parent or guardian and the SSC Chair and is covered under The Air Cadet League of Canada’s Privacy policy.”*

**The amount of the Assessment:**

*The XXX Squadron Cadet Assessment for the 20xx/20xx training year is set at $xxx.00. $xxx.00 of this assessment is applied to the BCPC Annual Assessment, within which the National Annual Assessment of $xxx.00 is included. The remaining $xxx.00 covers all annual Squadron expenses not covered by the DND. A parent/guardian should accompany new and returning cadets to complete the registration process. Cadets registering without the stipulated assessment* ***must*** *be accompanied by a parent or guardian.*

**The Payment due date and any special rates:**

* *All Assessments are due and payable at the time of registration.*
* Special rate: *If paid before (date) there will be a xx% saving per cadet.*
* *Families* *with more than one cadet registered will receive a xx% discount on each additional cadet.*
* *Alternate methods of payment, such as installments, can be negotiated.*

**The SSC Cadet Transfer Policy (in and out):**

*(****In****) If a cadet was previously registered at another squadron during the current training year and he/she paid a registration fee to the other SSC, the set assessment for XXX Squadron will be charged only if the initial assessment was refunded to the cadet/parent.*

*(****Out****) See refund policy.*

**The SSC Refund Policy (Options):**

Any of the following refund options can be included in the policy:

* *No refunds granted*
* *No refunds after (Date)*
* *Refunds will be prorated*
* *Only amounts over annual BCPC cadet assessment refunded*