

TOPS Monthly Billing Policy

Beginning in April of 2009, TOPS will be offering monthly billing as a payment option for program fees. The following guidelines will apply to all families choosing to use this payment option.

1. Balances due will appear in the swimmers' accounts on or before the 1st day of each month during the season on the payment schedule.
2. Payments must be made no later than the 15th day of the month. Payments can be made online at www.WestCookYMCA.org through the online registration system, or at the membership services counter at the YMCA.
3. Any account not paid on or before the 15th day of the month will incur a \$20 late fee, which will be automatically added to the amount due.
4. The monthly billing option is available for Program Fees only (those fees associated with the swimmer's training squad). All other fees, including but not limited to ISI Registration, Meet Escrow, and Work Escrow, must be paid in full at the time of registration.
5. It is the responsibility of the swimmer's family to ensure that all bills are paid on time. The season registration packet states explicitly which months will be billed for each group. This schedule will be followed unless an official change is announced.

If you have any questions regarding monthly billing or your individual account, please contact the TOPS Office at 708-434-0222.