COURSES

Assumed knowledge:

- Australian Sailing collects course participant fees per participant per course
- Participants must be registered in a Discover Sailing Centre’s Course
- To mark participants as complete, the course invoice must be reconciled as paid

Course Participant Fees

Course participant fee collection is determined by the way in which a centre accepts payment for a course. This is either through the revSPORT Pin Payments system or all other payment methods.

Pin Payments

For all payments online through the Pin Payment gateway, there is a business rule enabled that 'holds' funds received through the system and does not clear funds automatically. The rule is enabled to provide control over when funds are released into the Centre bank account and when course fees are distributed to Australian Sailing. Each transfer encounters a flat transfer fee of $1.60.

When the payment has been processed through Pin Payments, course administrators must transfer the course funds when the course starts. The course participant fees are then split from the amount the club receives.

See below the process map for reference;

NOTE: Once the course funds have been transferred the course participant fees are non-refundable.

Example:

- Tackers Course costing $300, with the centre absorbing the transaction fees.
All Other Payment Methods
(Cash, Cheque, Bank Deposit, PayPal, Credit/Debit Card Manual)

When the Centre has elected to capture payment outside of the revSPORT Pin Payments system, course administrators must reconcile the course invoices as ‘paid’ at the start of the course. Australian Sailing will then invoice Centres for these fees at the start of each month, based on the number of participants marked as ‘paid’ from the previous period.

See below a process map for reference;

<table>
<thead>
<tr>
<th>Participants Enrols</th>
<th>Course Starts</th>
<th>AS Receives Course Participant Fee</th>
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<tbody>
<tr>
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<td><img src="image" alt="Diagram" /></td>
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</table>

NOTE: Once participants are marked as paid the course participant fees are non-refundable.

Key points to remember:

- Once a participant has been marked as paid or monies have been transferred from a course, the enrolment fees are non-refundable.

- To ensure fees are calculated correctly, mark participants as ‘paid’ and/or transfer funds after the course has started.

- The system is designed for a club/centre to utilise the online payment options and registration functionality, which will then streamline further processes. When a club/centre elects to run a parallel system, there may be some other / duplicate processes required in order to administer courses effectively.

- Where possible, Australian Sailing is working with revSPORT to make enhancements to the system, in order to streamline processes even further and provide a better user-experience for both course participants and administrators.