

## Competition Policies and Procedures

If full payment is not made with the initial registration, the remaining balance is due in the **UCA** office three weeks prior to the event.

**Note: All teams who register after online registration has closed will be required to pay entire balance in full at the time of registration.**

**Teams that have a balance due the day of the event will have to pay in full in order to compete, NO EXCEPTIONS.**

### **Checks / Money Orders / Cashier's Checks:**

You may send in one Cashier's check or money order for your team (please do not send multiple). If paying for multiple teams, please indicate the amount to be credited to each. Gym checks will not be accepted. Please do not send individual checks, personal checks will not be accepted.

### **Credit Card Payments:**

Credit Card Payments may be made on line. We accept Visa, MasterCard, Discover and American Express. If you need assistance making a credit card payment, please contact our customer service department at 1-888-CHEERUCA (1-888-243-3782).

1. Visit myVarsity.com
2. Sign in
3. Go to My Competition Registrations
4. Click on Invoice/payments for the registration you wish to pay for
5. Follow instructions from there

Or

1. Visit <https://www.myvarsity.com/s/payments>
2. Enter your Registration Number
3. Follow instructions from there

### **Cancellations and Refunds:**

Notification of cancellations and request of refund must be in writing either by fax or email. No cancellations will be accepted by phone. **Requested refunds will be processed** after the competition has been closed out by our national office. Please allow at least 21 business days after the competition is complete to receive your refund. Refund requests must be received before 30 days after the competition is complete.

Fax: **Attn: Chesa Franklin @ (800-969-8295)**

Email: [registration@varsity.com](mailto:registration@varsity.com)

Mailing Address: **PO Box 752790, Memphis, TN 38175**