

# MIT Figure Skating Club

## Subsidized Private Lessons Information 2015-2016

Note: The lesson subsidies are for MIT students only.

Register: <http://tinyurl.com/subsidized-lesson-registration>

How to receive subsidies:

- To simplify the subsidy process this year, we will not be using lesson vouchers.
- After you register for the program, you should pay for the full cost of your classes to your instructor. After each lesson, have your instructor sign your lesson form (<http://tinyurl.com/subsidized-lesson-form>).
- Lesson reimbursements (up to 50% of the total cost) can be requested by submitting a digital copy of your completed lesson form to <http://tinyurl.com/submit-lesson-form>
- You can request reimbursements up to once a month, but may request reimbursements less frequently. You are encouraged to pick up your subsidy in person during the Treasurer office hours.
- Reimbursement requests must be submitted a week before the office hours to give the Treasurer sufficient time to prepare your subsidy.

Treasurer office hours:

- Saturday Nov. 14, 10 – 11 AM (reimbursement requests due by Saturday Nov. 7)
- Sunday Dec. 13, 11AM – noon (reimbursement requests due by Sunday Dec. 6)
- Saturday Jan. 16, 10 – 11 AM (reimbursement requests due by Saturday Jan. 9)
- Sunday Feb. 14, 11AM – noon (reimbursement requests due by Sunday Feb. 7)
- Friday March 25, 5 – 6 PM (reimbursement request due by Friday March 18)

Requested subsidies that are not picked up at the office hours can be picked up from Alex Bourque, the club President, during the weekend club ice times.

Policies:

- The MITFSC board has decided to reserve \$3,000 of the profits from hosting an intercollegiate competition to subsidize private figure skating lessons for students during the 2015-2016 school year.
- If your application is approved, MITFSC will pay for 50% of your private lesson costs during the 2015-2016 school year up to a maximum cap per person. The maximum cap will be \$200, unless more than 15 students apply.
- If more than 15 eligible students apply, priority will be given to students who intend to compete in an intercollegiate competition during the 2015-2016 school year.
- After the initial application period, all other applications will be considered on a first come first serve basis if funds are still available.
- You must be a full-time MIT student and a member of MITFSC (although you do not necessarily have to maintain USFS membership through MITFSC).
- You are responsible for submitting to the treasurer any documentation required by MIT to process the subsidies.
- **You are responsible for the full cost of any late cancelled lessons. If you state you intend to compete and do not, you are responsible for any difference in the subsidized amount you would have received. If your application is approved, you will be required to leave a check as a deposit.**