

REG 3 FINANCE

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REG 3.1 Annual Subscription (Affiliation Fee)

REG 3.1.1 Members will be charged a fee calculated in part per capita and in part based on their participation in BUCS' domestic sports programmes.

REG 3.1.1.1 Should a Member have opted to operate any Satellite Campus or Umbrella Campus/Organisation Playing Entities (REG 2.6), they shall be charged an additional £500 per Playing Entity.

REG 3.1.2 Associates will be charged a fixed £50 fee.

REG 3.1.3 Annual Subscription invoices will be raised on 1 August annually and must be paid by 30 September each year. Any member who has made payment by 30 August, has no outstanding debt on account, and has provided the information on both member representatives, will be eligible to request a 2% rebate on their Annual Subscription. This must be requested via email.

REG 3.2 Entry Fees

REG 3.2.1 Team Championships (Leagues/Knockouts) Entry fees for BUCS Team Championships (Leagues/Knockouts) will be billed after the relevant entry set closes and are to be paid in line with REG 3.3.

REG 3.2.1.1 The BUCS Executive may, at their discretion and where competition structures allow, accept late entries into Team Championships (Leagues/Knockouts), up until 1 October of the respective season (1 April for Cricket), or the first working day following this if it falls on a weekend. However, any late entry accepted will be subject to an administration charge as follows which will be based on when the late entry is requested:

- Entry requested after the Team Entry Window closes, up until the initial Provisional Leagues Feedback Window closes (dates communicated on an annual basis when the Team Entry Window is opened): £10 per team.
- Entry requested after the initial Provisional Leagues Feedback Window has closed, up until 1 October of the respective season (1 April for Cricket): £25 per team.

REG 3.2.1.2 Whether an institution/Playing Entity can withdraw an entry and whether they will be eligible for an entry fee refund will be subject to REG 8.3.4.

REG 3.2.2 Individual and Team Championships (Events) Entry fees for BUCS Individual and Team Championships (Events) will be billed after the relevant event entry closing date and are to be paid in line with REG 3.3.

REG 3.2.2.1 Where an event offers 'Stage 2' entries, if these are accepted, they will be subject to an additional 20% fee on top of the standard entry fee, as detailed in the relevant event entry information.

REG 3.2.2.2 Whether an institution/Playing Entity can withdraw an entry and whether they will be eligible for an entry fee refund will be subject to REG 7.9.

REG 3.3 Payment and Debts

REG 3.3.1 The following Credit Terms & Conditions will apply to Members and any other organisations or individuals permitted to enter BUCS competitions.

REG 3.3.2 BUCS will offer a credit facility for some activities.

REG 3.3.3 BUCS may withdraw a credit facility or reduce the amount of credit offered without warning or reason.

REG 3.3.4 Where an invoice is issued by BUCS, the payment terms are strictly 30 days, unless otherwise stated.

REG 3.3.5 Where an invoice has not been settled more than 45 days (60 days for the Annual Subscription) from its issue date, BUCS will make a charge of £5 per day from that day until payment is received. This is to cover administrative costs associated with debt collection. If a Member or other organisation or individual permitted to enter BUCS competitions wishes to dispute an item, they should contact BUCS in writing no later than 45 days from invoice issue date. Whilst the invoice is in dispute, the £5 daily charge will not be applied. Additionally, BUCS may suspend the Member or other organisation or individual permitted to enter BUCS competitions concerned until their debt has been settled. During this time, the Member or other organisation or individual may not participate in any BUCS activities or make entries into future competitions until the suspension is lifted.

REG 3.3.6 Copy invoices are free for the first copy and £10 thereafter.

REG 3.3.7 Reissue of invoices is charged at £20 per invoice where the incorrect details were initially supplied.

REG 3.3.8 BACS payments to BUCS should include the invoice number as the reference. Where insufficient space is available to provide invoice numbers, a remittance advice must be supplied within five working days of payment being made to BUCS. Failure to do so will incur a £50 fine per occurrence.

REG 3.4 International Programmes Following their commitment to the Team Member's Agreement, any individual (student or otherwise) owing monies to BUCS from their involvement in the International Programmes may be excluded from participation in all BUCS' activities, at the discretion of BUCS, until the debt is settled, or a repayment plan agreed.

REG 3.5 Expense Claims

REG 3.5.1 Travel and subsistence expense claims for Board members, Executive Group members, Technical Representatives, and others acting on behalf of BUCS, shall be submitted only on the current BUCS Volunteer Expense Form.

REG 3.5.2 Expense forms must be submitted within 28 days of the event/the expense being incurred and amounts claimed must be within the limits set out on the form and accompanied by the appropriate evidence of expenditure.
