



2016 Fee Policy (Recreation)

This policy sets out the basis for the charging of fees associated with participation in club programs at Gladstone Gymnastics Club Inc.

Scope: This policy applies to all current and future members of the Gladstone Gymnastics Club Inc.

Requirements:

1. **Club Membership and Registration:** The Club Membership package includes Club Membership, Gymnastics Queensland (GQ) Registration, Sports Insurance, equipment levy and some value added benefits. This is non-refundable. The GQ registration and Sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and GQ registration is valid from the date of payment until the 31st of December of that year. A family discount applies for the 2nd and subsequent family members. **Membership & registration fees are renewable from 1st January and must be paid upon child's registration.**

2. **Fee payments:** Class fees pay for your child's position in a class. **All accounts for term fees are due in their entirety when re-booking,** except where a successful application has been made in writing to the Administration Manager for payment instalments, and that agreement is currently being honoured.

3. **Priority Re-booking System:** Re-booking allows us to be best prepared for the following term's classes, maintaining our low gymnast to coach ratios and staffing with the best available and most suitable coaches. Rebooking can be done over the phone using your credit card, direct deposit or at reception during opening hours. By filling in an Automatic Rebooking Form which you can obtain from the office, you can opt to be automatically rebooked each term via your credit card. Our priority re-booking system affords first priority to those who are already in a class when rebooking for the new term. After the priority rebooking period, positions are open for anybody to book into any suitable class where a vacancy exists. It is important therefore, that if you wish to retain your place in the class for the new term, you should rebook during the priority rebooking period. Sometimes classes are moved or cancelled from one term to the next due to changing demand or coach availability. If your class has been moved or rescheduled you will only be able to rebook after the priority deadline, unless a new replacement class has been scheduled for your class. If for some reason you cancel your booking you will forfeit 2 weeks of fees. The Administration Manager may consider special circumstances. Re-booking is not compulsory, however if you don't you may lose your child's position in that class. Re-booking fees will not be accepted until any prior outstanding debts to our club or any other club have been finalised.

4. **Hours of training:** If gymnasts leave early or arrive late this does not entitle a discount on fees as all the club's costs are the same regardless of gymnast leaving early/starting late or missing a session.

5. **Term length:** Fees are calculated on a term basis, with typically 9-11 weeks in each term and approximately 40 weeks per year, generally aligned with the public school terms. New gymnasts starting part way through the term are charged on a pro rata basis.

6. **Ceasing at your request:** If you decide not to continue, 2 weeks' notice or 2 weeks fees in lieu will apply.

7. **Overdue accounts:** If for some reason you are unable to pay your account on time, please apply to the Administration Manager to arrange a payment schedule. This application must be made before the fees due date and instalments must be made as per approved payment plan. A penalty fee of \$25 will be issued if instalments are not made by the agreed dates. Please be aware that if your fees are not kept up to date, and no arrangement has been made with the Administration Management, your child's position in that class may be forfeited. If this occurs no refunds or credits will apply for the Membership package.

8. **Make-up classes:** Your tuition fees pay for a position in a class, regardless of attendance, however, as a courtesy, we offer make-up classes when notification of your child's absence has been received and if class vacancy permits.

9. **Refund of fees:** Should an injury occur while training a request for refund of fees with along with an appropriate medical certificate for the period and GGC injury form can be sent to the club administrator for approval.

10. **Public Holidays, rest days, extra training:** There are no recreational classes on public holidays. This does not entitle parents to a refund for a missed lesson as the account has already been adjusted accordingly when booking in.