

Gymnastics Tuition Fees

Objective

The objective of this policy is to set out the requirements for registration of gymnastics lessons and payment of gymnastics lesson fees, insurance fees and other levy fees as required.

Scope

This policy applies to all gymnasts enrolled and receiving gymnastics lessons from PCGC.

Policy

Registration

All gymnasts must be enrolled (registered) by completing the **PCGC New Enrolment Form** found on the PCGC Website at: www.pearlcoastgymnastics.com.au or on the PCGC Noticeboard at the gym. Enrolment requires parents / guardians to familiarise themselves with and agree to abide by all Club policies including this Gymnastics Tuition Fee Policy.

Registering with the club at the start of each year will ensure a place is saved for your gymnast/s for 12 months. Registration is offered to existing club members at the start of each year before it is offered to the general public.

The same applies if you register your gymnast during the year, once your gymnast is offered a place we will assume they will be returning each term and will schedule your gymnast into suitable classes each term. At the end of each year we will send out a **PCGC Re-enrolment Form** to give you the opportunity to re-enrol for the following year and to ensure family contact details are up to date.

If your gymnast is registered but won't be returning for any reason, please inform the club **IN WRITING** (accounts@pearlcoastgymnastics.com.au) **as soon as possible**. If a place is saved for your gymnast in a class that has a waiting list (i.e. other gymnasts are turned away) you may be liable for fees.

Payment of fees

At the end of each term, to secure your gymnasts' place for the following term you will be requested to pay a \$50 Holding Deposit prior to the end of that term. The following term's fee invoice will then be adjusted to reflect the deposit paid. The Holding Deposit is non-refundable as this goes towards administrative costs such as lesson planning, scheduling the timetable and making adjustments to overall class sizes to cater for registered gymnasts.

Gymnastics tuition fees must be paid in advance for each term and full payment (less the Holding Deposit) must be made by **Week Three of each term**.

Club fees are made up of the following costs:

1. Gymnastics Western Australia (GWA) Annual Registration Fee: this is a one off annual fee that the club pays to GWA so that your child is insured for the year;
2. Fee for gymnastics lessons – this is based on the number of hours tuition your gymnast will receive for the entire term. Fees payable will vary from term to term depending on the class the gymnast is enrolled in, the length of the term and the amount of scheduled NO GO Days in that term; and
3. A Set-up Levy - to cover the cost of outsourcing the daily set up of the gym.

PCGC has a **Fee Cap Policy**. Under the present policy no individual gymnast will pay more than the capped amount for term fees (currently \$500). The cap does not include the annual GWA Insurance Fee or Levy fees. Capped amounts will be reviewed on a term by term basis.

Invoicing: you will be invoiced for Term Fees as well as any other payments that may need to be made throughout the year (for example: uniform orders, training clinics, competition fees). Upon Registration; a Family Account will be set up for your gymnast(s) which will be updated as expenses are incurred and payments received in relation to your gymnast(s). You will be emailed your Family Account statement as required throughout the term and will be expected to settle your account fees promptly.

If you are experiencing difficulty with settling your Family Account please contact our Treasurer **as soon as possible** to discuss a payment plan.

Methods of Payment:

- **Direct Deposit** - using the following bank account details:
Name: Pearl Coast Gymnastic Club **BSB:** 306-119 **Account:** 0149485
*****Please use the CUSTOMER ID (specified on your Family Account statement) as a reference to avoid ADMIN ERRORS***
- **By Cheque** - made payable to Pearl Coast Gymnastics Club Broome Inc.
- **By EFTPOS or Credit Card** - the EFTPOS machine is generally available for use at the Gym. Please contact the PCGC Treasurer (accounts@pearlcoastgymnastics.com.au) to arrange a suitable time to meet the Treasurer and use the EFTPOS machine.
- **By Cash** - Cash payments can **only be made in person to the PCGC Treasurer**. Please contact the PCGC Treasurer (accounts@pearlcoastgymnastics.com.au) to arrange a suitable time to meet the Treasurer and make your cash payment.

Please DO NOT Hand cash over to staff members without PRIOR ARRANGEMENTS with the Club Treasurer.

Late Payment of Fees

If fees are not paid within the first three weeks of term, you will be issued with a reminder letter.

If fees are not paid within fourteen days of receipt of a reminder letter, unless you have set up a Payment Plan, your gymnast will not be able to attend class until your account is settled. The gymnast will not be able to participate in extra-curricular club activities, such as sleepovers, training clinics or competitions, until outstanding fees have been paid.

If you are unable to meet the financial requirements of tuition, the club will have to take the unfortunate action of withdrawing your gymnast's registration.

We are aware that sometimes our customers may face unexpected circumstances that can affect their financial position. If at any time you have questions about your account or are experiencing short term financial difficulties please do not hesitate to contact us at accounts@pearlcoastgymnastics.com.au

Reduced Fees

No Go Days

As we are currently utilising the facilities at Broome Senior High School, there are days when we are unable to access the gym. We refer to these days as "No Go Days". BSHS is very good at notifying us at the beginning of term, so No Go Days are usually taken into account when calculating fees. Should an additional No Go Day be required after term fees have been paid, gymnasts will be offered a "make up class" at a later date or a credit for those hours will be applied to your Family Account.

If Your Class Is Cancelled

Unfortunately, from time to time classes are cancelled, usually due to coach illness. If your gymnast's class is cancelled, their coach will offer a "make up class" at a later date. If the coach is unable to offer an additional class you will be issued a credit to your Family Account.

If Your Gymnast is Unwell or Injured

If your gymnast is sick or injured and misses a minimum of *three consecutive weeks of class* you may apply to the Club for a fee credit. Fee credits will be assessed on a case by case basis and will only be considered on presentation of a medical certificate or demonstration of extenuating circumstances.

If You Know In Advance You Will Not Be Attending

If you know in advance you will not be attending class for a minimum of *three consecutive weeks* (e.g. you may be going away on a holiday) you may apply to the PCGC Committee for reduced fees. Reduced fees will be considered on a case by case basis, prior to the payment of

term fees. Reduced fees will not be considered if the class has a waiting list (i.e. we save a place for your gymnast while turning others away).

Review

This policy will be reviewed by the PCGC committee no later than 3 years after endorsement.

Approved

PCGC Committee

November 2016