

Gymnastics Tuition Fees

Purpose

The purpose of this policy is to facilitate the financial requirements of Gymnastics WA registration, fees for gymnastics tuition and mandatory levies as required.

Scope

This policy applies to all gymnasts enrolled at Pearl Coast Gymnastics Club Inc.

Policy

Registration

All gymnasts must register/re-register with the club each calendar year.

Registration is valid for an entire calendar year unless withdrawn earlier by a parent/carer.

Registrations must be withdrawn in writing (email is fine). Should your gymnast decide not to continue with classes, please inform the club **in writing** (admin@pearlcoastgymnastics.com.au). 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.

Trial periods

PCGC does not offer trial lessons for free.

If registration is withdrawn within the first three weeks of term/commencing with the club fees will be adjusted to include only the Set Up Levy and the lessons available to the gymnast during the registration period (regardless of attendance).

After three weeks gymnasts are considered to have committed to the term and full payment of term fees will be expected.

Parents/carers of new gymnasts are welcome to wait up to two weeks before paying the non-refundable affiliation fee.

Invoices and Family Accounts

A **Family Account** will be set up for your gymnast(s).

All fees payable to the club will be invoiced and emailed to your nominated email address.

Holding fees

At the end of terms 1, 2 and 3 a \$50 deposit will be required to hold your gymnast's place in their class for the next term.

Deposits will be deducted from term fees.

Deposits are non-refundable/non-transferable.

The PCGC committee may return or transfer a deposit for medical reasons or extreme personal circumstances. Applications must be made to the committee in writing, include a medical certificate (if the request is on medical grounds) and will be considered on a case-by-case basis.

Payment of fees

All gymnastics tuition fees must be paid in full within the **first three weeks of term**.

Club fees are made up of the following payments:

1. **Affiliation Fee to Gymnastics Western Australia (GWA)** - this is a one off annual fee that the club pays to GWA on your behalf so that your gymnast is insured for the year;
2. **Fee for Gymnastics Tuition** – this is based on the number of class hours your gymnast will receive for the term. Fees payable will vary from term to term depending on the length of the term and the amount of scheduled NO GO Days in that term;
3. **Set-up Levy** – this is a fee that covers the cost of outsourcing the daily set up of the gym.

Methods of Payment:

Direct Deposit - using the following bank account details:

Name: Pearl Coast Gymnastic Club BSB: 306-119 A/C: 0149485

Please use your **family account name** as a reference to avoid administrative errors

MYOB Pay Direct – by clicking the PAY NOW link on your invoice

Please DO NOT hand cash to staff members. Families wishing to pay cash can deposit money into the above account at any Bank West branch. Don't forget to use your **family account name** as a reference.

Payment Plans

Families who wish to enter into a payment plan arrangement with the club must seek permission to do so from the committee. Applications are to be made in writing and will be considered on a case-by-case basis. Families approved for payment plans will be required to pay a minimum of 60% of fees owed by the end of week three of term.

Fee Cap Arrangement

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

Mid-Term Enrolments

PCGC welcomes mid-term enrolments are welcome. Fees will be adjusted accordingly.

Missed Classes

Missed classes do not entitle gymnasts to a discount on fees. Fees pay for your gymnast's place in the class and the cost to the club remains the same whether your gymnast attends or not.

Unforeseen Circumstances

If Your Class Is Cancelled by the club

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 credit. Applications must include a medical certificate and need to be made to the club committee in writing. Applications will only be considered if the club does not have a waiting list.

Review

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

Approved by

Name: _____

Position: _____

Date: _____