

## FEES AND PAYMENT POLICY

<b>Policy Name:</b>	Fees and Payment Policy
<b>Date of Approval:</b>	26 May 2025
<b>Policy Coverage:</b>	Membership and Term Fees
<b>Date of Review:</b>	01 December 2025

### PURPOSE

The purpose of this policy is to outline the terms and conditions for payments of fees and other expenses associated with any services facilitated and provided by Wyndham City Gymnastics.

### REGISTRATION AND INSURANCE

All participating gymnasts, coaches and officials must also be registered members of Gymnastics Victoria and Gymnastics Australia. An annual registration fee is mandatory for all gymnasts. Membership benefits include Personal Sports Injury Insurance Cover and access to a designated Gymnastics Australia app.

Accident Insurance is provided by Honan Insurance Group and may cover injuries sustained whilst in the process of doing gymnastics at or with Wyndham City Gymnastics. All claims must be notified to Honan Insurance Group within 30 days of the accident. Please note for cover of physiotherapy, chiropractic or other specialist care a referral must be made from a qualified medical practitioner prior to seeking help from the specialist.

Insurance reimbursement does not cover Medicare and Private Health Insurance.

Registration and Insurance is paid per calendar year and must be paid in full prior to the commencement of the gymnast's first class.

Registration and Insurance invoices are issued in the December of the previous year.

Types of Registration are outlined below:

<b>Kinder Gym</b>	<b>Recreational</b>	<b>Semi-Competitive</b>	<b>Competitive</b>
Programs: <ul style="list-style-type: none"> <li>o Baby Gym</li> <li>o 18 months – 3 Years</li> <li>o 3 – 5 Years</li> </ul>	Programs: <ul style="list-style-type: none"> <li>o Development Squad</li> <li>o Fitter for Life</li> <li>o Free G</li> <li>o Inclusion (GymAbility)</li> <li>o MAG 4x1</li> <li>o Gym 4 Me (Open Gym)</li> <li>o Tramp &amp; Tumble</li> <li>o WAG Foundation</li> </ul>	Programs: <ul style="list-style-type: none"> <li>o Gymstar</li> <li>o TeamGym</li> </ul>	Programs: <ul style="list-style-type: none"> <li>o Acrobatic</li> <li>o Aerobics</li> <li>o MAG ALP</li> <li>o Rhythmic</li> <li>o Trampoline</li> <li>o Special Olympics</li> </ul>
Yearly Fee: \$55.00	Yearly Fee: \$70.00	Yearly Fee: \$90.00	Yearly Fee: \$130.00
Reduced Registration: <ul style="list-style-type: none"> <li>o Term 3 - \$30</li> <li>o Term 4 - \$20</li> </ul>	Reduced Registration: <ul style="list-style-type: none"> <li>o Term 3 - \$40</li> <li>o Term 4 - \$30</li> </ul>	Reduced Registration: <i>Not Applicable</i>	Reduced Registration: <i>Not Applicable</i>

### PAYMENT OF FEES

All fees are invoiced on a termly basis. All queries regarding payment of fees should be directed to the General Manager at the Club within office hours.

### FEES ARE NON-REFUNDABLE

Wyndham City Gymnastics does not offer refunds or credits for classes missed, regardless of whether the absence is due to the participant or a cancellation initiated by Wyndham City Gymnastics.

All terms fees are non-refundable. If an injury or illness occurs and is greater than two consecutive weeks, then the circumstances will be reviewed. There must be a letter forwarded to the General Manager stating the circumstances with a Medical Certificate provided. Credits will be offset against the next term's fees.

### DISCOUNT POLICY

Families with two or more children participating in programs at Wyndham City Gymnastics are entitled to the following discounts:

- 10.00% of second child's term fees
- 15.00% off any further children enrolled.

Discounts are only applied when fees are paid by the due date.

\*Please note discounts will be applied to the gymnast with the lower term fees.

### FEE STRUCTURE

Program	Standard Fees	Additional Fees
Kinder Gym	Training Fees (paid per term) Registration and Insurance - \$55.00 Equipment/Fundraising Levy - \$20.00 (Termly)	Uniform Costs – Refer to Parent Handbook
Recreational Levels	Training Fees (paid per term) Registration and Insurance - \$70.00 Equipment/Fundraising Levy - \$20.00 (Termly)	Testing Day Entry Fees Uniform Costs – Refer to Parent Handbook
Gymstar	Training Fees (paid per term) Registration and Insurance - \$90.00 Competition Levy - \$30.00 (Per Competition) Equipment/Fundraising Levy - \$30.00 (Termly)	Competition Entry Fees Uniform Costs – Refer to Parent Handbook
Competitive	Training Fees (paid per term) Registration and Insurance - \$130.00 Competition Levy - \$30.00 (Per Competition) Equipment/Fundraising Levy - \$30.00 (Termly)	Competition Entry Fees Choreography - \$300.00 (Approximately - dependant on choreographer) Uniform Costs – Refer to Parent Handbook

### COMPETITION ENTRY FEES

The competition fee is set by the host club and varies between events. Wyndham City Gymnastics will not charge gymnasts more than the host club's fee. Instead, they will cover additional costs, such as coach wages and travel, through a competition levy.

### TRAVEL AND CAMP FEES

Gymnasts selected to travel Interstate to represent the Club or State must make all payments prior to travel. For larger trips, a deposit may be required.

#### **PAYMENT OPTIONS (TERM FEES ONLY)**

- Option 1      Upfront Payment*  
Eftpos, cash, direct deposit or through the Customer Portal
- Option 2      Direct Debit Payment*  
Payments made through weekly or fortnightly direct debits.  
Set up on nominated account or credit card.

Parents are requested to pay all fees or make arrangements to pay in instalments, within an agreed timeframe or else their child will not be allowed to continue training until the matter is resolved.

#### **LATE FEES**

Fees that remain outstanding after the due date on invoices will result in:

- the issue of a late notice, &
- will incur a \$15.00 fee per week for every week after the due date.

Should any of our families be experiencing financial difficulties or are unable to make payment by due date, we ask that they contact the General Manager.

#### **DECLINED PAYMENT FEE**

A \$10.00 fee is charged to the customer account for a declined payment to cover administrative costs and processing fees incurred due to the failed transaction. This charge typically covers the costs of reprocessing the payment or managing the issue caused by insufficient funds or other payment-related errors.

#### **HOLDING FEES**

If a gymnast is going to be absent for a term, then a Holding Fee may be paid to reserve their place in their class for the following term. An application form must be filled in and submitted to the General Manager together with the relevant holding fee for the class. The holding fee for placement is approximately 50% of the term fees. The holding fee does not come off the following terms fees and is not refundable.

#### **PUBLIC HOLIDAYS**

Wyndham City Gymnastics does not operate on Public Holidays. Blackout dates are created in our schedule and customers will not be charged for classes that fall on Public Holidays.

#### **EQUIPMENT/FUNDRAISING LEVY**

Every member participating in a program at Wyndham City Gymnastics pays a termly Fundraising/Equipment Levy. This levy contributes to the costs required to maintain and upgrade the facility and equipment within Wyndham City Gymnastics. The levy ensures that the club has the necessary resources to maintain high-quality training environments that meet safety standards.

#### **COMPETITION LEVY**

The Competition Levy is charged in addition to training fees and individual competition entry fees. This levy contributes to the costs incurred by Wyndham City Gymnastics when gymnasts attend external competitions. These costs include, but are not limited to, coach wages, travel expenses, and associated administration fees such as planning, registration processing, communication, and coordination efforts required to support competition participation. The levy ensures that the club can continue to offer high-quality support for athletes during competition season and covers the behind-the-scenes efforts necessary to make these events successful. It also helps provide gymnasts with valuable opportunities to grow in their sport, build confidence, and gain experience in a competitive environment.

#### **UNIFORM COSTS**

The Wyndham City Gymnastics tracksuit, t-shirt, leotard, and bag are compulsory for gymnasts who enter competitions. Uniform and training accessories are available by order at the office. Payment must be made at the time order is placed.

### MAKE-UP LESSONS

Should you be unable to attend your regular scheduled class, you are required to notify the club of the absence via email or your Customer Portal. For a make-up token to be generated, notification of the absence must occur at least 60 minutes prior to scheduled class.

Make-up classes are offered when space is available in a comparable class.

Make-up tokens have **no** monetary value and therefore need to be used whilst your child has an active enrolment at Wyndham City Gymnastics. As make-up tokens hold no monetary value, they cannot be used in lieu of fees.

Make-up tokens are offered as a courtesy to support families in managing occasional absences. While we will do our best to accommodate make-up requests based on class availability, please understand that they are not guaranteed.

Make-up tokens are generated following a missed class and are valid for 3 months from the issue date. If no suitable class has availability, the expiry date of the make-up token may be extended until an appropriate class becomes available.

Make-up tokens are only available to members with an active enrolment. If an enrolment is cancelled, make up tokens will expire. Make-up classes cannot be used as credit against outstanding fees or to reduce an invoice for enrolment fees.

#### **Please note:**

Class fees remain payable in full, irrespective of a gymnast's attendance. Requests for credits or refunds in place of make-ups will not be granted, and we kindly ask that these decisions are respected.

### CHOREOGRAPHY

Gymnasts competing in ALP Level 7 and above are required to perform a customised, individually choreographed floor routine that reflects their unique strengths and meets higher-level competitive criteria. These routines are developed through a compulsory floor routine package, which includes:

- Customised choreography tailored to the gymnast's style and abilities.
- Music selection, hire, and licensing
- Three hours of choreography coaching with our specialist choreographer.

Any additional choreography hours beyond the included three, or sessions held outside of regular training hours, will incur additional fees charged at the standard private coaching rate.

#### **Important Note:**

All music used for routines is licensed and assigned for use by the gymnast through the club. However, gymnasts and families do not own the music and may not use or distribute it for purposes outside of club-sanctioned training or competitions. This ensures compliance with licensing agreements and performance rights.

#### **Summary:**

- ALP 3–6: Required group choreography sessions (3:1 ratio), scheduled outside training and billed separately.
- ALP 7+: Required custom routines with a compulsory choreography package (music + 3 hours of coaching)
- Additional choreography time is invoiced separately.
- Music is club-assigned and licensed—not owned by the gymnast or their family.
- Choreography is scheduled outside regular training and communicated in advance.

### RE-ENROLMENT

Enrolments in the Gymstar and MAG/WAG competitive program are automatically carried over each term. To help families plan and take advantage of savings, term fees for the upcoming term will be invoiced halfway through the current term. This ensures ample time for payment and provides access to our Early Bird Discount Program, designed to reward prompt payment.

Kindergym and Recreational positions are not held from one term to the next. It is the responsibility of the parent or carer to re-enrol into a program each term.

Re-enrolments will not be accepted if there are outstanding fees from previous terms.

### EARLY BIRD DISCOUNT

The Early Bird Discount is structured in three tiers:

- 7.5% Discount – Available during the first two weeks after invoices are issued.
- 5.0% Discount – Available during the third and fourth weeks after invoices are issued.
- 2.5% Discount – Available until the final week of the current term

To qualify for an early bird discount, fees must be paid in full within the specified discount period. If full payment is not received by the end of a given discount window, the family becomes eligible only for the next available (lower) discount rate, or none if payment is made after the current term concludes.

Important Notes:

- The Early Bird Discount only applies to fees for the upcoming term.
- Partial payments or overdue payments will not qualify for the discount.
- The final deadline to receive any discount is the last day of the current term.
- After the current term ends, full fees will apply with no discount available.

This structure encourages timely payments and helps us plan and allocate resources effectively for the term ahead. We appreciate your cooperation and support in helping us maintain a smooth and efficient enrolment process.

### GYMNAST TRANSFERS

All gymnasts who leave one club for another are required to complete a transfer request. The new club submits the transfer request.

As Gymstar and MAG/WAG Competitive are carried over from term to term, parents who are planning to withdraw/transfer their child must provide at least four weeks' notice in writing to the General Manager.

Wyndham City Gymnastics reserves the right to deny gymnast transfers where there are outstanding monies owing.

### ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to the Wyndham City Gymnastics General Manager for consideration at any time. Should changes be accepted, the policy will be updated, dated, and circulated to all relevant stakeholders.

Wyndham City Gymnastics is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed at the beginning of each policy.

### CONFIDENTIALITY AND REPORTING

Wyndham City Gymnastics administration is responsible for implementing this Policy and will work within the legal requirements of the Privacy Act 1988 and the Clubs Privacy Policy.