

## 2026 FEES AND PAYMENT POLICY

<b>Policy Name:</b>	Fees and Payment Policy
<b>Date of Approval:</b>	01 December 2025
<b>Policy Coverage:</b>	Membership and Term Fees
<b>Date of Review:</b>	01 December 2026

### 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 ToddlerGym</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 NeuroGym</li> <li>o MAG Foundation</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 Special Olympics</li> <li>o Trampoline</li> <li>o WAG ALP</li> </ul>
Yearly Fee: \$55.00	Yearly Fee: \$70.00	Yearly Fee: \$90.00	Yearly Fee: \$150.00
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>

### 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 - \$500.00 (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.

Competition entry fees must be paid prior to Wyndham City Gymnastics submitting entries to the host club. Once entries have been submitted, the entry fee becomes payable regardless of whether or not the gymnast attends the competition.

Wyndham City Gymnastics is invoiced by the host club for every entry submitted. In the case of a medical or illness withdrawal, a medical certificate must be provided, and the host club may issue a **partial** refund at their discretion. Host clubs generally apply an administration fee for processing withdrawals and any eligible refunds.

### 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 required to choose either Option 1 (pay all fees in full) or Option 2 (enter an approved instalment plan within an agreed timeframe). If neither option is completed, the child will not be able to continue training until the payment arrangement 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 classes must be used within the same term they are issued. Make-up tokens will expire at the end of the term in which the absence occurred, and extensions into future terms will not be granted.

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.

In the event that Wyndham City Gymnastics cancels a class, the make-up token issued for that session will be adjusted to expire on 31st December.

### **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

All enrolments will automatically be carried over at the end of each term.

For Recreational gymnasts who complete testing at the end of a term, we will endeavour to keep class schedules as consistent as possible. However, final class placements may vary depending on the number of gymnasts progressing and the number of classes required for each Foundation Level. If schedule changes occur and a gymnast's current class is no longer available, parents will be contacted before the enrolment is carried over to arrange an appropriate alternative.

To support family planning and help families take advantage of available savings, fees for the upcoming term will be invoiced midway through the current term. This provides ample time to organise payment and ensures eligibility for our Early Bird Discount Program, which rewards prompt payment.

Please note that re-enrolments cannot be processed if outstanding fees from previous terms remain unpaid.

## EARLY BIRD DISCOUNT

The Early Bird Discount is structured in three tiers:

- 7.5% Discount
- 5.0% Discount
- 2.5% Discount

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.