

FEES AND PAYMENT POLICY

Policy Name:	Fees and Payment Policy
Date of Approval:	1 December 2024
Policy Coverage:	Membership and Term Fees
Date of Review:	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 required 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:

Kinder Gym	Recreational	Semi-Competitive	Competitive
Programs: <ul style="list-style-type: none"> ○ Baby Gym ○ 18 months – 3 Years ○ 3 – 5 Years 	Programs: <ul style="list-style-type: none"> ○ Development Squad ○ Fitter for Life ○ Free G ○ Inclusion (GymAbility) ○ MAG 4x1 ○ Gym 4 Me (Open Gym) ○ Tramp & Tumble ○ WAG Foundation 	Programs: <ul style="list-style-type: none"> ○ Gymstar ○ TeamGym 	Programs: <ul style="list-style-type: none"> ○ Acrobatic ○ Aerobics ○ MAG ALP ○ Rhythmic ○ Trampoline ○ Special Olympics
Yearly Fee: \$55.00	Yearly Fee: \$70.00	Yearly Fee: \$90.00	Yearly Fee: \$130.00
Reduced Registration: <ul style="list-style-type: none"> ○ Term 3 - \$30 ○ Term 4 - \$20 	Reduced Registration: <ul style="list-style-type: none"> ○ Term 3 - \$40 ○ Term 4 - \$30 	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 for classes missed.

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% of second child's term fees
- 15% 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 <i>(Approximately - dependant on choreographer)</i> Uniform Costs – Refer to Parent Handbook

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 pay an 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 and meets safety standards.

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 LEVY

The Competition Levy is charged in addition to training fees and competition entry fees. This levy contributes to the cost of competitions entered by Wyndham City Gymnastics, including but not limited to coach wages and travel. This levy supports the extra expenses associated with attending and competing in external gymnastics competitions, while also providing an opportunity for gymnasts to grow in their sport.

CHOREOGRAPHY

Gymnasts from Competitive and Squad Levels 7 and above are required to have an optional floor routine. A fee applies which includes choreography, music hire and three hours of choreography coaching. Any choreography coaching above these three hours and outside of gymnasts set training will incur additional costs.

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.

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.

BREACHES

Parents will be 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.

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

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 handling the issue caused by insufficient funds or other payment-related errors.

RE-ENROLMENT

Enrolments in the Gymstar and MAG/WAG competitive program are automatically carried over each term.

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.

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. In order for a make up token to be generated, notification of the absence must occur at least 60 minutes prior to scheduled class.

Make ups are offered where available space exists in a like class.

Make up tokens have **no** monetary value, and therefore need to be used whilst your child is still enrolled with Wyndham City Gymnastics. As make up tokens hold no monetary value, they cannot be used in lieu of fees.

No refunds or credits are provided for missed classes.

Make up tokens are generated following a missed class and are a valid for 3 months from the issue date.

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: You are responsible for payment for your gymnast's classes - whether or not your gymnast attends class.

GYMNAST TRANSFERS

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

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.

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.

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.