





## 9. FEE CREDITS AND REFUNDS

- 9.1 In response to an application in writing where appropriate, Management may at its sole discretion credit or refund tuition fees when
- 9.1.1 a member is unable to train for a period exceeding seven (7) consecutive days as a result of an injury or medical condition and provide a medical certificate;
  - 9.1.2 in other circumstances.
- 9.2 Unless otherwise determined by PGM, a sum credited or refunded under 9.1 will not include any component of tuition fees consisting of:
- 9.2.1 Monies remitted or owing to another person or organisation;
  - 9.2.2 The annual registration fees
  - 9.2.3 Fees corresponding to training already provided during a period; and
  - 9.2.4 Applicable GST.

## 10. DELEGATION

- 10.1 The NDGC Board of Management delegates to the Management Company the power to agree credits requested under 9;
- 10.2 An applicant aggrieved by a decision of the Management Company made under 10.1 may seek reconsideration in writing by the NDGC Board of Management.

## 11. TERMINATION OF MEMBERSHIP AND WITHDRAWAL FROM TRAINING

- 11.1 A member participating in a competitive program must give written notice of intention to the club one (1) week in advance of termination or withdrawal.
- 11.2 A member who has provided their intention under 11.1 may continue to train for that one (1) week at the coach's discretion.
- 11.3 If a member gives less than one (1) weeks written notice the member must pay the club those fees applicable to the additional period required to constitute one (1) week's written notice.
- 11.4 If a member does not give any written notice, the member must pay fees for that month of the member's last attendance.
- 11.5 Those who have their membership terminated will not be entitled to a refund
- 11.6 A member or former member must pay fees due under 11.3 or 11.4 within one (1) month after the issue of the PGM's invoice.

## 12. FEES IN ARREARS

- 12.1 A member who has an outstanding account for a period in excess of twenty-one (21) days of an invoice being due, will be issued with a suspension notice which means the gymnast will not be entitled or permitted to represent the NDGC or participate in NDGC gymnastic activities including:
  - 12.1.1 Training, clinics, displays and other NDGC events and activities; and
  - 12.1.2 Competitions and testing, inclusive of state, national or international teams.
- 12.2 A member will be entitled and permitted to resume to gymnastic activities when the outstanding monies are paid, and the account is up to date.
- 12.3 PGM may at its discretion refuse to renew the registration of a member with an outstanding account or a history of late payment.

## 13. DEBT RECOVERY

- 13.1 PGM may at its discretion commence proceedings or engage debt collectors to recover fees outstanding for a period in excess of thirty (30) days. The expense of debt recovery will be a cost to the member or former member and will be added to the amount of any outstanding fees.

## 14. CONFIDENTIALITY

14.1 PGM will keep confidential the financial status and the financial records of a member except when it is:

14.1.1 Necessary to reveal that information as part of a process to recover monies or other administrative process of PGM; or

14.1.2 Required by law.

## 15. RELATED POLICIES, PROCEDURES & FORMS

Holiday Program Financial Policy

Building and Equipment Levy

Membership Policy

# INVOICING CALENDAR FOR COMPETITIVE PROGRAM GROUPS

<b>25</b>			<b>2 days prior to the first</b>		<b>01</b>	<b>02</b>
Invoices sent out to Competitive members for the following month (Automatic recurring)			Reminder email sent out to pay by today for \$10 discount (Automatic reminder)		Invoices are due	
<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>
Apply \$10 discounts to invoices paid						
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
			Reminder email sent out to pay by today to avoid \$25 late fee (Automatic reminder)		Apply \$25 late fees and resend overdue accounts	

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**17****18****19****20****21****22****23**

Reminder  
email sent  
out to pay  
by today to  
avoid your  
child being  
asked not  
to return  
(Automatic  
reminder)

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**24****25****26****27****28**

Send out  
email  
asking  
parents to  
please t  
bring their  
child back  
into the  
gym until  
their  
account is  
up to date.

Invoices  
sent out to  
Competitiv  
e members  
for the  
following  
month  
(Automatic  
recurring)