

Policy Title:	FINANCIAL POLICY
Policy Number:	POLF 01
Date of Issue:	1st May 2002
Date of Last Update:	8th September 2021
Controlling Body	Pivotal Gymnastics Management

1. PURPOSE

- 1.1 Northern Districts Gymnastic Club Inc. (NDGC) is committed to fair trade and ethical business practice. This policy facilitates the provision of; credits for future training and refund of fees when a gymnast is prevented by factors outside of their control from using the NDGC's services.

2. DEFINITION

- 2.1 Gymnastics program – an NDGC gymnastics program is offered to members engaged in gymnastic training and billed as a fee in advance for each period of training.
- 2.2 Tuition fee – the fee charged for participation in a gymnastics program for each period or part thereof.
- 2.3 PGM – Pivotal Gymnastics Management. The company carrying on a business of providing management, financial, personnel and administrative services for the Northern Districts Gymnastic Club
- 2.4 Period – the period for which fees are charged
- 2.4.1 Competitive stream programs are billed by month
- 2.4.2 Recreational programs are billed by term

3. POLICY APPLICATION

- 3.1 This policy applies to all NDGC members who enrol in a gymnastics program.

4. POLICY COVERAGE

- 4.1 This policy applies to all fees, levies and expenses applied for participation in a gymnastics program.

5. AGREEMENT

- 5.1 Before participating in training in any year, a member or the member's parent or guardian is required to confirm that they have read and agree with this policy by signing the form attached to this policy or by similar advice in writing.

6. TUITION FEES – Competitive program

- 6.1 Management reserves the right to set and to change fees at its discretion.
- 6.2 Tuition fees must be paid in advance for participation in a gymnastics program for each period or part thereof.
- 6.3 Tuition fees are issued on or around the 20th day of every month for competitive stream programs for the following month. The payment is due by the 1st day of the following month. Any fees paid after the 7th of the month will incur a \$35 administration fee. Any fees that remain outstanding beyond the 22nd of the month, the participant will be excluded from attending.
- 6.4 Tuition fees for gymnasts participating in a trial must be paid in advance of the trial.
- 6.5 Families with multiple participants enrolled in any gymnastics program at NDGC will receive tuition fee discounts as follows;
 - 6.5.1 1st and 2nd participant – no discount
 - 6.5.2 3rd participant – 10% discount
 - 6.5.3 4th, 5th, 6th ... participants 20% discount
- 6.6 If a participant moves from one program to another, PGM will charge the tuition fee applicable to the new squad. The fee will apply from the first day of the calendar month after the move.
- 6.7 Provisions for Holidays - Monthly fees for competitive program members are calculated as follows;
 - 6.7.1 Athletes are allocated 6 weeks equivalent of holiday hours (including Public holidays), thus are charged for 46 weeks of tuition divided into 12 equal monthly payments.

$$\text{Monthly fee} = \frac{(\text{Hourly rate} \times \text{hours per week}) \times 46 \text{ weeks}}{12 \text{ months}}$$

As scheduled holidays are factored into the fee structure there will be no discounts or changes to fee invoices during months that contain scheduled holidays. Inc. Christmas, Easter and other public holidays

For holidays taken outside the schedule please refer to point 8.2.3

7. TUITION FEES – Recreational

- 7.1 Management reserves the right to set and to change fees at its discretion.
- 7.2 Tuition fees must be paid in advance for participation in a gymnastics program for each period or part thereof.
- 7.3 Tuition fees for gymnasts participating in a trial must be paid in advance of the trial.
- 7.4 Families with multiple participants enrolled in any gymnastics program at NDGC will receive tuition fee discounts as follows;
 - 7.4.1 1st and 2nd participant – no discount
 - 7.4.2 3rd participant – 10% discount
 - 7.4.3 4th, 5th, 6th ... participants 20% discount
- 7.5 If a participant moves from one program to another, PGM will charge the tuition fee applicable to the new program.
- 7.6 Term fees will be prorated when affected by public holidays

8. FEE REBATES

- 8.1 PGM/NDGC sets tuition fees for the program within which the member trains. Except as stated below, once a member has committed to a gymnastics program, fees are not reduced because the member is not able to attend all training sessions at their own option.
- 8.2 In response to an application in writing and at its sole discretion, Management may grant a fee rebate to a member:
 - 8.2.1 In year 11 or year 12 of high school or in tertiary education and participating in a modified gymnastics training program; or
 - 8.2.2 Any member taking holidays outside the scheduled squad holidays, being 4 weeks or more, must notify accounts 1 month prior to receive a 50 % reduction in fee's during the period away.
 - 8.2.3 Any Member injured and has clearance via Doctor, can apply for reduced hours to train at reduced fee rate. Doctor certificate applies. This must be supplied to both the personal coach and the accounts department.

9. MAKE UP SESSIONS

- 9.1 Make up sessions for classes missed at the participants option, the following apply:
 - 9.1.1 Competitive - Not applicable for Competitive Programs
 - 9.1.2 Recreational - offered upon mutual agreement **if** availability exists within the same program and in the same term.

10. FEE CREDITS AND REFUNDS

- 10.1 **Competitive Squads** - In response to an application in writing where appropriate, Management may at its sole discretion credit or refund tuition fees when;
 - 10.1.1 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 to the athletes personal coach and the accounts department;
 - 10.1.2 in other circumstances.
- 10.2 Unless otherwise determined by PGM/NDGC, a sum credited or refunded under 10.1 will not include any component of tuition fees consisting of:
 - 10.2.1 Monies remitted or owing to another person or organisation;
 - 10.2.2 The annual registration fees
 - 10.2.3 Fees corresponding to training already provided during a period; and
 - 10.2.4 Applicable GST.
- 10.3 **Recreational classes** – Lessons missed due to medical reasons and accompanied by a medical certificate to the accounts department, are eligible for a credit or refund.
- 10.4 Unless otherwise determined by PGM/NDGC, a sum credited or refunded under 10.3 will not include any component of tuition fees consisting of:
 - 10.4.1 Monies remitted or owing to another person or organisation;
 - 10.4.2 The annual registration fees
 - 10.4.3 Fees corresponding to training already provided during a period; and
 - 10.4.4 Applicable GST.

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. This must be supplied to the coach and the accounts department.
- 11.2 A member who has provided their intention under 12.1 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.

PGM may at its discretion refuse to renew the registration of a member with an outstanding Debt

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 la

Financial Policy
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Responsible Officer: Accounts
Date of next review 2022

Date of last review: 2020

Prepared by: Management

Date: _____