

Financial Policy / Training Fees Policy

1. Policy Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

NDGC is committed to fair trade and ethical business practice. This document outlines the training fee payments, fee reductions, discounts, credits, and termination of membership procedures for both competitive and recreational gymnastics program members.

2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
2	August 2022		
3	August 2023	September 2023	Holiday and Holiday Provisions

3. Policy Scope

This policy applies to all members, athletes, participants, and parents/guardians who enrol their child, into a gymnastics program at NDGC.

This policy applies to all fees, levies and expenses which are required for participation in a gymnastics program at NDGC.

4. Definitions

- **Gymnastics Program:** An NDGC gymnastics program is offered to members engaged in gymnastics training and billed as a fee in advance for each period of training.
- **Tuition fee:** The fee charged for participation in a gymnastics program for each period, or part thereof.
- **GWA:** Gymnastics Western Australia Inc.
- **PGM:** Pivotal Gymnastics Management Pty Ltd. The company carrying on a business of providing management, financial, personnel and administrative services for the Northern Districts Gymnastic Club.
- **NDGC:** Northern Districts Gymnastic Club.
- **Period:** The period for which fees are charged
 - Competitive stream programs are billed month by month
 - Recreational programs are billed by school term.

5. Agreement

Before participating in a gymnastics program at NDGC in any year, a member, or the members parent/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. Competitive Gymnastics Program Fees

6.1. Tuition Fees

- 6.1.1. Management reserves the right to set and to change fees at its discretion. Generally, this will occur at the beginning of the new competitive season starting the first week of November each year.
- 6.1.2. Tuition fees must be paid in advance for participation in a gymnastics program for each period or part thereof.
- 6.1.3. Tuition fees are issued on the 1st day of every month for that month. Payment is due by the 7th day of that month. Any fees outstanding after the 14th day of that month, will incur a \$35 administrative fee. Any fees that remain outstanding beyond the 21st of the month, may result in the participant being suspended from attending their training.

6.2. Modifications to Training Hours and Fee Reductions

- 6.2.1. Any member-initiated change to the agreed monthly training hours as stated in the signed NDGC Competitive Squad Package, for any reason other than medical, will incur a \$35 administrative fee.
- 6.2.2. PGM sets tuition fees for the competitive program within which the member attends and is reviewed annually. Once a member has committed to a gymnastics program as per the signed NDGC Competitive Squad Package, fees are not reduced because the member is unable to attend all training sessions at their own option.
- 6.2.3. In response to an application in writing and at its sole discretion, Management may grant a fee rebate to a member as outlined in the Competitive Athlete Training Hours Policy:
 - In their final two years of high school, in tertiary education or engaged in casual, part-time or full-time work, and be participating in an approved modified gymnastics training hours (**Signed Modification to Training Hours Contract and \$35 Administrative Fee apply**).
 - Any injured or ill member that has medical clearance from a recognised Health Care Professional to participate in gymnastics can apply for a reduction in training hours and fees. The medical clearance/certificate must be supplied to the Accounts Manager and Coach/Gymsport Program Manager. The \$35 administration fee does not apply in this instance.

6.3. Holiday and Holiday Provisions

- 6.3.1. Monthly fees for competitive program members are calculated as follows:

Policy title: Financial Policy

Responsible Officer/Department: Accounts

Date of last review: August 2023

Date of next review: August 2024

- Athletes are allocated six (6) weeks equivalent of holiday hours (inclusive of Public Holidays), thus are charged for 46 weeks of tuition divided into 12 equal monthly payments:

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

- 6.3.2. As scheduled holidays are factored into the fee structure outlined above, there will be no discounts or changes to fee invoices during months that contain scheduled holidays (including Christmas, Easter, and other public holidays).
- 6.3.3. Any member taking holidays outside the scheduled squad holidays, being four (4) weeks or more, must notify the Accounts Manager one (1) month prior to departure, to receive a 50% reduction in fees during the period away. The \$35 administration fee does not apply in this instance.

6.4. Family Discounts

- 6.4.1. Families with multiple participants enrolled at NDGC will receive tuition fee discounts as follows:
- 1st and 2nd participant – no discount
 - 3rd, 4th, 5th & 6th participant – 25% discount (automatically applied to participant training the greatest number of hours per month)

6.5. Fee Credits and Refunds

- 6.5.1. In response to an application in writing where appropriate, Management may at its sole discretion credit or refund tuition fees when:
- A member is unable to train for a period exceeding seven (7) consecutive days as a result of an injury or medical condition and provides a medical certificate to the athletes personal coach and the Accounts Manager.
- 6.5.2. Unless otherwise determined by PGM, a sum credited or refunded under *section 6.5.1* will not include any component of tuition fees consisting of:
- Monies remitted or owing to another person or organisation (e.g., GWA)
 - The annual registration fees
 - Fees corresponding to training already provided during a period
 - Applicable GST.

6.6. Make up sessions

- 6.6.1. Make up sessions do not apply to the Competitive Program.

6.7. Fee Changes due to Program Movements

- 6.7.1. If a participant moves from one gym sport program to another, PGM will charge the tuition fee applicable to the new squad. The fee will apply from the 1st day of the calendar month after the change.

6.8. Termination of Membership from the Competitive Program

- 6.8.1. A member participating in a competitive program must give written notice of intention to terminate or withdraw from NDGC one (1) week in advance. This must be supplied to the coach and the Accounts Manager.

- 6.8.2. A member who has provided their intention under 6.8.1 may continue to train for that one (1) week.
- 6.8.3. If a member gives less than one (1) week's written notice, the member must pay the club those fees applicable to the additional period required to constitute one (1) weeks' notice.
- 6.8.4. If a member does not give any written notice, the member must pay fees for that month of the members last attendance.
- 6.8.5. Those who have their membership terminated will not be entitled to a refund.
- 6.8.6. A member or former member must pay fees due under section 6.8.3 or 6.8.4, within one (1) month after the issue of PGM's invoice.

7. Recreational Gymnastics Program Fees

7.1. Tuition Fees

- 7.1.1. Management reserves the right to set and to change fees at its discretion.
- 7.1.2. Tuition fees must be paid in advance for participation in a gymnastics program for each period or part thereof.
- 7.1.3. Trial class fees will be included in the Term Fees upon enrolment.
- 7.1.4. Term fees will be prorated when affected by Public Holidays.

7.2. Family Discounts

- 7.2.1. Families with multiple participants enrolled at NDGC will receive tuition fee discounts as follows:
- 1st and 2nd participant – no discount
 - 3rd, 4th, 5th & 6th participant – 20% discount (automatically applied to participant training the least number of hours per month)

7.3. Fee Changes due to Program Movements

- 7.3.1. If a participant moves from one program to another, PGM will charge the tuition fee applicable to the new program.

7.4. Make up sessions

- 7.4.1. Make up sessions are offered upon mutual agreement if availability exists within the same program and within the same term.

7.5. Fee Credits and Refunds

- 7.5.1. If a participant misses any sessions due to medical reasons, they are eligible for a credit or refund upon receipt of a medical certificate by the Accounts Department.
- 7.5.2. Unless otherwise determined by PGM, a sum credited or refunded under *section*

7.5.1 will not include any component of tuition fees consisting of:

- Monies remitted or owing to another person or organisation
- The annual registration fees
- Fees corresponding to training already provided during a period
- Applicable GST.

7.6. Termination of Membership from the Recreational Program

7.6.1. A member participating in a recreational gymnastics program may withdraw from the program at any time provided written notice is given to the Accounts Manager, refunds do not apply.

7.6.2. A member who withdraws from the program will not receive a refund of their annual membership fee.

7.6.3. Those who have their membership terminated by NDGC will not be entitled to a refund.

8. Fees In Arrears

8.1. A member who has an outstanding account for a period of more than twenty-one (21) days or an invoice being due, will be issued with a suspension notice, the gymnast will not be entitled or permitted to represent the NDGC or participate in NDGC gymnastics activities, including, training or competition.

8.2. A member will be entitled and permitted to resume gymnastic activities when the outstanding monies are paid, and the account is up to date.

8.3. PGM may, at its sole discretion, refuse to renew the registration of a member with outstanding debt.

9. Debt Recovery

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.

10. Additions and Changes to Policy

Recommended changes to this policy may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

11. Confidentiality and Reporting

Breaches of this policy must be reported to NDGC within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.

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

- Necessary to reveal that information as part of a process to recover monies or other

- administrative processes of PGM,
- Required by law.