



Fee Policy

Version Number	Date	Approved By	Change Description
1.3	Dec 2024	CGC Committee	Full review
1.2	May 2022	CGC Committee	Credits/refunds during a pandemic added
1.1	April 2022	CGC Committee	Document created

Fees and Charges

Membership fees are invoiced on a term by term basis and are due in full prior to attending the first session. We guarantee a minimum of 8 sessions per term. Any class with less than 8 sessions will be discounted or credited.

Our term fee's are set (not pro-rata) and take into consideration Public Holidays and unexpected class cancellations.

If a child joins after week 3, fees will be generated on a pro-rata basis and are due prior to attending the first session.

Payment plans may be requested by emailing our Club Administrator on enrolment, if approved these arrangements must be renewed each term.

Gymnasts must re-enrol each term to secure a place in the class. TeamGym and Squad members (Rec/Tumbling Comp) are automatically re-enrolled each term as part of the semi-competitive programmes.

Classes are not held on public holidays. Public holidays are taken into account when term fees are set up.

Fee Due Date

Fees are due in full by their due date, prior to attending the first session.

Payment plans may be requested by emailing our Club Administrator on enrolment, if approved the final payment must be received by the end of week 3. These arrangements must be requested each term for approval, they are not guaranteed.

Refund/Credits

Membership fees are non-refundable except under exceptional circumstances. Where a gymnast is sick or injured for 3 consecutive weeks or more, a written request may be submitted to the Club Administrator for consideration of a credit. This must include the appropriate documentation i.e Medical Certificate. If an account credit is issued, it must be used within 6 months. We do not allow the transfer of credit to other members.

If a session is cancelled due to unforeseen circumstances, for example, coach illness, a make-up class may be offered at the club's discretion and subject to coach availability. A credit will not be issued unless the total sessions are less than 8 and a make up session has not been provided.

Competition entry fees may only be refunded on presentation of a Medical Certificate. This must be emailed to the Club Administrator within 3 days of the competition and is subject to the host clubs term & conditions which are available to you upon registering for the relevant competition. An additional CGC admin fee of \$10 may also apply.

Unpaid Fees

For unpaid fees the following procedure will be followed.

1. A reminder will be emailed to you the day before your invoice due date, a text may also be sent.
2. A further reminder email and text will be sent to you the day of your scheduled session, a phone call may also be attempted
3. If your gymnast arrives at the gym to attend their scheduled session;
 - a) With a parent, confirmation of payment will be required
 - b) Without a parent, a paper copy of the statement will be given to your child and they may be required to sit out of the session.

If after the first scheduled session your invoice remains unpaid, your gymnasts registration will be suspended and their spot may be allocated to another member. You will be required to pay for any sessions attended as per the cancellation policy below.

Continual late payment or unpaid fee's may result in permanent termination of membership.

Payment Plans

Payment plans may be requested by emailing our Club Administrator on enrolment, if approved the final payment must be received by the end of week 3. These arrangements must be requested each term for approval, they are not guaranteed.

Failure to adhere to your payment plan, will result in your gymnast being excluded/suspended from sessions/competitions until your account has been brought back up to date. This may also impact approval of any future payment plan requests.

Late Enrolments

Members who register prior to term commencing, up to and including Week 3, will be charged the full term fee.

Members who request and register after the third week of the term will be charged at a pro-rata rate based on the following formula.

<p>Full term fee / number of weeks in the term x classes remaining in term, rounded up to the nearest dollar, plus a \$10 admin fee.</p>	<p><u>Example 1</u></p> <p>Enrolment in week 5 (of a 9 week term) = 5 classes remaining (weeks 5, 6, 7, 8 & 9). Regular class fee of \$120 / 9 weeks = 13.33 x 5 = \$66.67 + \$10 = \$77.00 (rounded)</p>
	<p><u>Example 2</u></p> <p>Enrolment in week 6 means 4 classes remaining (weeks 6, 7, 8 & 9). Regular class fee of \$115 / 9 weeks = 12.78 x 4 = 51.12 + \$10 = \$62.00 (rounded)</p>

Enrolment after week three means the membership is not captured by GNZ for purposes of invoicing membership fees for that term.

Canceled Enrolments

Approved refunds of fees will be made on the following scale.

<p>Cancellation prior to <i>term</i> commencing.</p>	<p>Full term fee refund.</p>
<p>Cancellation after term has started where no classes have been</p>	<p>Refund less \$10.00 admin fee.</p>

attended, up until the end of week 3.	
Cancellation after term has started when one or more sessions have been attended, up until the end of Week 3.	Fees paid less (cost of session(s)* + \$10.00 admin fee). <i>*Cost of session = full term fee / number of weeks in the term.</i>
<i>As of week three of the term, the club has not yet been charged a membership fee by GNZ.</i>	
Cancellation after week 3.	NO REFUND
Cancellation after the third week of the term due to injury or illness.	<ul style="list-style-type: none"> ● To be determined on a case by case basis when considering the individual circumstances. ● A credit may be applied to subsequent terms rather than a cash refund. ● Any determination to be moved and passed at subsequent committee meetings.

Credits/Refunds During a Pandemic

COVID sickness/isolation.	No refund or credit will apply.
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