

## Background

The Warragul Gymnastics Club is a not for profit incorporated association run by a committee of management – it is not a council facility. The Club is reliant on fee collection to cover running costs and is committed to responsible financial management. Fees are reviewed each year by the Committee and consider:

- The running costs of the club
- Affordability to parents
- Costs associated with equipment, cleaning, and maintenance

This policy covers issues related to invoicing, discounts, payment methods, late fees, class cancellations and steps parents should take if they wish to discuss or query fees.

## Fees

1. Fee payment is mandatory, and fees are payable per term within 14 days of receiving the invoice.
2. At the beginning of the year invoices will be issued within the first fortnight of term commencing. At other times, an invoice will be issued and are due within the first 2 weeks of term, via email to address provided on Registration form.
3. Cheques or exact cash for payment with the payment slip attached should be left in the fees box at the gym office.
4. Periodic payments may be available for fees of competitive gymnasts or by individual arrangement with management.
5. Internet payments are deemed to be unpaid until proof of payment is provided to the club (i.e. a copy of the payment receipt submitted with payment).
6. Statements for outstanding fees will be issued 2 weeks from invoice date.
7. If late fees are not received within 7 days from the date of the final reminder the matter shall be referred to the committee and collection charges may be applied.
8. If the debt remains unpaid, recovery action may be organised and this will incur additional cost.
9. A further letter shall be forwarded to the parents advising that the child will be excluded from further classes until an arrangement for payment of fees is entered. The exclusion shall be effective 7 days from the date of the further letter or at such other time as the committee decides.
10. All outstanding fees must be paid prior to the commencement of the next term.
11. A child's competition entry form will not be accepted until all term fees are paid.
12. Where a class is cancelled by a coach, the parent shall be entitled to a credit on the next term's fees.
13. Make up classes are not offered.
14. The coaching staff do not set fees and have no authority to discuss or make arrangements in relation to the payment of fees.
15. The Committee/Manager have the discretion to make alternative arrangements in relation to payment of fees.
16. Parents should approach the Manager or write to the committee if they have any queries about fees or are having difficulty with payment of fees.
17. Parents should write to the committee if they have any queries about a refund of fees.
18. Fees are payable by the term and should a child leave during the term a refund will not be given unless there are extenuating circumstances. Parents should write to the Management/Committee if they have any queries about a refund of fees, with evidence such as medical certificate etc