



## GYMNASTICS ENROLMENT & FEES POLICY

### 1. STATEMENT OF COMMITMENT

Brentwood Gymnastics Club is a not-for-profit organisation committed to providing an up-to-date facility with quality equipment and services in a safe environment. To achieve these objectives, the Club must implement fees and charges for its services and facilities.

### 2. POLICY APPLICATION

This policy applies to the Brentwood Gymnastics Club Management Committee, staff, volunteers, members and all users of the Club's facilities and classes.

### 3. POLICY COVERAGE

This policy serves to cover all fee development, invoicing, collection and receipting for the Brentwood Gymnastics Club.

### 4. ROLES AND RESPONSIBILITIES

#### Management Committee

- a) Approve the fees for each calendar year.
- b) Approve the procedures for invoicing, collecting and receipting of the fees.
- c) Approve the procedures for collecting overdue fees.
- d) Advise the fees for each calendar year.
- e) Advise the procedures for invoicing, collecting and receipting of the fees.
- f) Advise the procedures for collecting overdue fees.
- g) Ensure all staff are following the correct procedures.
- h) Handle any disagreements, arguments and complaints associated with fees, payments and refunds.
- i) Approve all refunds.

#### Club Administration

- a) Produce and distribute invoices.
- b) Collect and receipt fees.
- c) Provide up-to-date records of received and outstanding fees and payments.



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### Members

Responsible for payment of all fees owed to **Brentwood Gymnastics Club** as part of the rules outlined in this policy.

### 5. PROSPECTIVE MEMBERS

Prospective members are entitled to one (1) free trial session at no cost before enrolment and fees apply. Following their free trial assessment, the prospective member will be placed in the appropriate level and be given an enrolment form.

To secure a place at the Club after a trial, the Enrolment form must be completed and returned, by post to the PO Box or emailed to [admin@brentwoodgymnasticsclub.com.au](mailto:admin@brentwoodgymnasticsclub.com.au), within 7 days.

### 6. RE-ENROLMENTS

Gymnasts re-enrolling in a new calendar year will be sent an enrolment form prior to the commencement of term 1 classes. To secure a place at the Club, the Enrolment form must be completed and returned, by post to the PO Box or emailed to [admin@brentwoodgymnasticsclub.com.au](mailto:admin@brentwoodgymnasticsclub.com.au), within 7 days.

### 7. FEES

#### Determining the Fees

The BGC Committee of Management will undertake a review of all fees charged by the Club when approving the annual financial budget for the year ahead but reserves the right to revise and adjust fees at any time throughout the year. Factors that must be considered are:

- i) Viability of classes offered.
- ii) Insurances and affiliation.
- iii) Employment and wages.
- iv) Operational costs.
- v) Maintenance, upgrades and replacement to current facilities and gym equipment.

Fees are in two separate components.

#### Gymnastics Victoria Enrolment / Registration Fee – as set by Gymnastics Victoria

An annual registration fee is charged to each child. This fee includes compulsory registration and insurance with Gymnastics Victoria for the calendar year, renewable from 1<sup>st</sup> January. Members joining in Term 4 will pay a pro-rata amount.



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### Brentwood Gymnastics Fees (our fees)

- a) Fees are subject to change without prior notice.
- b) For continuing gymnasts, invoicing will be completed prior to the commencement of the 1st week of each school term.
- c) For gymnasts new to BGC, once the Enrolment form is returned an invoice will be raised.
- d) Term Fees are based on the number of weeks in the term and are calculated dependent upon Program Structure.
- e) Invoices will also be issued for competition entry fees and uniform purchases.
- f) Fees take into consideration public holidays and when the Centre is unavailable.

### Family Fee Discount

A 5% family discount applies when any subsequent siblings are enrolled for the same term.

- a) Discount applies to the lower fee value invoice.
- b) Discount applies to gymnastics lesson fees only, not registration or any other additional fees.

### Payment of Fees

- a) Brentwood Gymnastics Club Inc. is a not-for-profit organisation, managed by a Management Committee made up of Volunteers. It relies upon the timely payment of fees in order to operate.
- b) Fees are due on receipt of the invoice. Fees must be paid in full unless arrangements have been made with the **BGC Administrator** for a payment plan.  
  
If payment of **Gymnastics Fees** has not been received by **week 3** of the Term, the Club reserves the right to withdraw its services and suspend training to gymnasts until such time as all fees are paid or a payment plan has been arranged.
- c) In the event of non-payment, the account may be placed in the hands of our debt collection agency.
- d) Registration transfer to any other gymnastics club in Australia will be refused until all fees are paid in full.

### How to Pay

- a) All payments can be made via EFTPOS, VISA, Mastercard (no AMEX nor Diner's Club), cheque or direct online bank transfer (using the bank account details printed on the invoice – please use invoice number as the reference). No cash will be received.
- b) If a cheque is dishonoured, all bank charges will be added to the member's account and payment is required as per item (a).



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- c) Cheques are to be made payable to **BRENTWOOD COMMUNITY YOUTH CLUB INC.**

### Refunds

- a) Gymnasts are entitled to two (2) make up lessons per term. These classes must be booked at least 1 week in advance with the Head Coach. Please note that classes missed due to Public Holiday or Centre Closure do not qualify for a make-up lesson.
- b) Gymnasts are not entitled to refunds or credits if unable to attend scheduled classes.
- c) In the circumstance a gymnast misses more than 2 consecutive classes due to injury and a medical certificate has been provided, a credit may be considered. If approved, an adjustment will be made to the next term's fees. Refunds will not be provided unless the injury occurs in Term 4.
- d) If the Club is forced to cancel classes a credit adjustment will be made to next term's fees. If cancellation occurs in Term 4 a refund will be paid.

### Clothing and Merchandise

No refunds or credit will be given for merchandise or clothing purchased through the Club.

## 8. CONFIDENTIALITY AND REPORTING

The Brentwood Gymnastics Club Management Committee is responsible for implementing this policy and will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry into competitions, insurance purposes, by Gymnastics Victoria, or as part of the disciplinary or corrective process in the event of a breach of policy. A report of all received and outstanding fees will be completed by the Club's administrators at the end of each month and provided to the Club Treasurer and Management Committee for review.

## 9. KEY CONTACTS

**Head Coach:** Amber

0466 575 120

[headcoach@brentwoodgymnasticsclub.com.au](mailto:headcoach@brentwoodgymnasticsclub.com.au)

**BGC Administration:**

[admin@brentwoodgymnasticsclub.com.au](mailto:admin@brentwoodgymnasticsclub.com.au)