



ACADEMY of ACROBATICS and GYMNASTICS INTERNATIONAL FEES POLICY

POLICY NAME: Academy of Acrobatics and Gymnastics International Fees Policy

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CONTROLLING BODY: Academy of Acrobatics and Gymnastics International - President

1. STATEMENT OF COMMITMENT

AAGI is committed to providing an up-to-date facility with the highest quality equipment and services. To achieve these objectives, the club must implement fees and charges for its services and facilities.

2. POLICY APPLICATION

This policy applies to the AAGI President, staff, volunteers and all users of the clubs facilities and classes.

3. POLICY COVERAGE

This policy serves to cover all fee development, invoicing, collection and receipting for AAGI.

4. ROLES AND RESPONSIBILITIES

President / Club Head Coach

- Determine the fees for each calendar year.
- Determine the procedures for invoicing, collecting and receipting of the fees.
- Determine the procedures for collecting overdue fees.
- Ensure all staff is following the correct procedures.
- Handle any disagreements, arguments and complaints associated with fees, payments and refunds.
- Approve all refunds.

Staff & Volunteers

- Write and send invoices.
- Collect and receipt fees.
- Provide up-to-date records of received and outstanding fees and payments.

Members

- Responsible for payment of all fees owed to AAGI as per the rules outlined in this policy.



5. POLICY RULES, BREACHES AND CONSEQUENCES

DETERMINING THE FEES

President / Club Head Coach will undertake a review of all fees charged by the club when determining the annual financial budget for the year ahead. Factors that must be considered are:

- Viability of classes offered.
- Range of activities available to the public.
- Insurances and affiliation.
- Employment and wages.
- Operational costs.
- Maintenance and upgrades to current facilities.

The fees for the forthcoming year will be distributed to the members at enrolment.

ACCOUNTS

Invoicing is determined according to

- *Members:*

All members must pay the Gymnastics New South Wales Affiliation Fee relevant to their type of membership.

- *General Community*

This covers all other community groups, sporting bodies and gymnastics clubs wishing to hire the clubs facilities and/or coaches.

PAYMENT

- *Accounts*
 - A full term is charged when the member enrolls for a class on AAGI's parent portal via iclasspro. A pro rata fee is charged thereafter.
 - All competitive athletes will be on a monthly payment system.
 - Participation in a school holiday program will incur a separate fee.
 - Participation in a competition/state camps will incur a separate fee.
- *Gymnastics New South Wales Affiliation Fee*
 - This fee will appear on the 1st payment charge of each 12 month period.
- *General Community Accounts*
 - Invoices will be issued upon completion of the event/contract, unless otherwise determined by the President / Club Head Coach

PAYMENT

- Payment of fees will be made via Integrapay Australia. IntegraPay Australia will apply a surcharge to every credit card payment.
- Term fees are to be paid upfront at the time of enrolment.
- General Community accounts are to be paid within 14 days of the date of the invoice. Failing to do so will result in a charge of \$50.00 late fee.

LATE / OVERDUE FEES

- All overdue fees will incur a \$50.00 surcharge.
- A reminder notice will be issued to all members with overdue fees.
- If payment is not forthcoming after the issue of this notice, a phone call from the clubs President / Club Head Coach will be made. Any further participation in classes at the club will cease until fees are paid in full.
- Any fees outstanding for 30 days will result in the cancellation of membership and the employment of a collection agency.
- No gymnast will be allowed to participate in training or competition whilst fees are outstanding, unless a payment plan has been negotiated.
- The clubs President / Club Head Coach can be contacted to discuss payment plans if required.

REFUNDS

Non-attendance does not qualify for a refund or credit.

- *Make up lessons*
We can arrange two make up lessons/child in every term, providing there is space.
- *Cancellation*
 - If a class is cancelled by the club, a make-up class will be offered. If the make-up class cannot be held, a pro rata adjusted credit of term fees will be made to your account.
- *Illness*
 - Credit or refund may be applied for in writing to the President / Club Head Coach if illness extends 2 or more weeks. Any such claim must be accompanied by a medical certificate.
- *Injury*
 - Credit or refund may be applied for in writing to the President / Club Head Coach if injury extends 2 or more weeks. Any such claim must be accompanied by a medical certificate. The athlete will need to pass a fitness test by their coach, prior to returning to training.
- *Family Holidays*
 - Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time.
- *Ceasing at our Request*
 - If the club discontinues a program, withdraws a position or requests a member be removed from a program, the members' account will be given a pro rata adjusted credit or refund for the balance of fees.
- *Voluntary Withdrawal*
 - Upfront payment per term – No refund will be given for the remaining classes during the term should the member decide to cancel midterm. If the member cancels within the first 2 weeks of term they may request a refund from the president.
 - Monthly payments – If the member decides not to continue in the program – the member will incur a one month cancellation period from the date notifying the club.
 - Gymnastics New South Wales Affiliation is non-refundable.
- *Suspension*
 - Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policy will apply (see above).
- *Clothing and Merchandise*
 - No refunds or credit will be given for merchandise or clothing purchased in the club. However, exchanges may be made within a 14 day period if goods are damaged or are the incorrect size.

6. CONFIDENTIALITY AND REPORTING

The AAGI management and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics NSW, 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 administrators at the end of each term/month and provided to the President/Head Coach for review.