



## **Registration and Training Fees Policy**

### **Statement of Commitment**

Darwin Gymnastic Club (DGC) is committed to providing top quality coaches and gymnastic programs along with suitable equipment to enhance these programs. As a not for profit entity, DGC's income relies upon the membership and the collection of both training and registration fees in a timely manner.

Each year, the fee structure is reviewed to ensure that income derived from the membership will meet the ongoing operational costs. An increase in the Registration fee must be determined at the AGM by all members present. Increases in training fees will be determined by the DGC Management prior to the beginning of Term 1.

### **Registration fee**

An annual registration fee is to be paid prior to each child commencing gymnastics. This fee covers Registration and Insurance with Gymnastics NT and Gymnastics Australia for the calendar year and a portion to meet the administration costs resulting from processing the membership application. The registration fee is not included in the Term Fee Structure and is NONREFUNDABLE. This fee is payable once a year and if the gymnast moves to or from another club, the insurance portion is not payable again in the same year.

### **Training Fees**

Training fees are calculated on hours nominated at the commencement of each term. Fees per class have been calculated over the year and divided by 4 Terms. Full term fees are payable regardless of attendance. Family holidays, birthday parties or one-off absences due to illness will not result in a reduction in fees for the term.

In the event that a single class is cancelled due to any unforeseeable events, make up classes may be offered. In the case of COVID lockdowns, the Club Management will endeavour to make alternate arrangements such as schedule additional classes where possible or by offering online classes/resources in lieu of face to face classes. If a particular group is significantly adversely affected by class cancellations, adjustments via credit or reduced fees for the term in question will be offered.



### **Competitive Levels**

On occasion, classes may not be held due to the Club attending local or interstate/international competitions. A reduction in term fees will not be offered when gymnasts have been invited to attend. Where possible, alternative training sessions may be offered but this will depend upon coach availability.

### **Refunds/Credit**

Gymnast's fees may be refunded or credited to the following term in the event of prolonged (3 weeks or more) illness or injury and where notice is given in writing along with a 'Medical Certificate'. A refund form can be found on the website under Forms or requested via club email or alternatively send through full details of reason for request, along with bank details for the refund if applicable.

### **Payments**

Training fees are payable by end of **Week 3** of each term. To encourage timely payment, a discount is offered on training fees paid in full **before** the end of week 1. Please refer to the calendar of events on the website for relevant dates. It is the responsibility of the member/guardian to make payment by one of the options below:

- Payments can be made online to DGC's nominated bank account. Should assistance be required in calculating fee amount payable, an email should be sent to the club. It is advisable that you keep a record of payments made in this manner.
- Payment via STRIPE through the Friendly Manager system parent portal.

### **Family discounts**

A sibling discount of 5% is offered where there are two or more siblings training in a term. In the event that the system does not apply this discount at the time of booking in, it is the responsibility of the member/parent/guardian to contact the club to update your account.

### **Payment Plan**

Payments may be made by instalments with the approval of the Club Management. This arrangement must be applied for through the Club Manager via the Club email. No discounts will be applicable on part payments and the payment plan will only remain valid if all dates are adhered to.



### **Late/Overdue Fees**

In the first instance, a reminder email/invoice re outstanding fees will be sent after week 3 of term. In the event that fees are not paid by end of week 5, and where no formal request has been received requesting a payment plan, the gymnast will not be permitted on the training floor

### **Sports Voucher**

DGC applies each year to take part in the NT Sport & Recreation- Sport Voucher Scheme. Vouchers may be redeemed against term training and registration fees. in any of the 4 Terms, in line with the terms and conditions outlined by Sport & Recreation. These can be found at <http://sportvoucher.nt.gov.au>

The voucher can only be used for fees incurred by the child listed on the voucher. Vouchers must be emailed to the club and will then be applied to your child's account. Waiting on your child's voucher is not a valid reason for late payment of your child's fees.

### **Discontinuation of training**

Full fees are payable per term. No refunds are provided should a gymnast discontinue training part way through a term, unless under extenuating circumstances. Exemption requests are to be emailed to the Club Manager detailing circumstances, which will then be considered on a case-by-case basis.