

Franklin Gymsports Enrolment, Cancellation and Fee Policy- Noncompetitive programmes

Purpose

The purpose of this policy is to ensure transparency and clarity in the process of setting and applying all fees for the Gym-for-All programmes, Holiday Programme and casual based sessions

Membership Definitions

- **Club Fees** for the Gym-for-All programme are determined by the Franklin Gymsports Committee in accordance with Clause 8.1 of the Franklin Gymsports Constitution. These fees may be reviewed and amended at any time.
- **Affiliation Fees:** Gymnastics New Zealand charges affiliation fees for all members on a quarterly basis. This fee is set annually by Gymnastics New Zealand and is incorporated into the total fees charged by Franklin Gymsports.
- **Officials levy fee:** A flat levy fee of \$15 applied to each competition entry for gymnasts who wish to represent our club at competitions to help with the cost of providing judges and coaches. This will be added to the host club entry fee.
- **Pro-Rata Fees:** New registrations commencing partway through a term will be charged on a pro-rata basis.
- All children and young people who register online will be considered members of Franklin Gymsports, and this policy will apply accordingly.

1.0 Gym-for-All Fee Structure & Payment Policy

1.1 Fee Basis

Tuition fees are applied on a term basis

1.2 Term Structure

Terms are aligned with school terms; your term fee guarantees a minimum of 8 weeks tuition with most terms following school dates across 9 to 10 weeks.

1.3 Public Holidays & Community Access Days

No classes will be held on Public Holidays.

1.4 Securing a Class Place

A place in a class is secured by registering online via our website. Full payment of the class fee is required at the time of registration.

Updated: 19/03/2025

Review Date: 24/03/2027

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1.5 Payment arrangements

Weekly payment arrangements may be considered for members who have shown a good payment history; you must make a request in writing outlining your circumstances and why there is a need for a payment arrangement.

1.6 Cancellation, Credits and Refunds

If a child or young person is enrolled into a class and written notice is provided to the office more than 7 days prior to the start of the term, a full refund of fees will be issued. No refunds/credits will be given once the term has started for any reason.

1.7 Absence & Abandonment

If a participant is absent for two consecutive weeks without notice, it will be assumed that they have abandoned their position in the class. The position may be offered to a waitlisted participant. No refund will be issued for abandonment.

1.8 Refusal of Class Access Due to Non-Payment

Franklin Gymsports reserves the right to refuse class access if fees have not been paid before the start of the term. Membership will be suspended until payment is made, and the participant will be unable to attend classes until the balance is settled.

1.9 Competition fees

Gymnasts who enter competitions representing the club must have their entry and official levy fees paid at the time of entry. Refunds for medical or illness will be provided with a medical certificate

2.0 Casual payments fee policy- Pay as you go.

2.1 Fee Payment:

Pay as you go applies to all sessions that do not require signing up to a full-term membership with Franklin Gymsports.

2.2 Fee Rates:

Rates can be found on our website. A variety of payment methods are available.

2.3 Refunds and Credits:

No refunds or credits are provided for casual class fees once payment has been made.

2.4 Attendance Registration:

Casual participants must check in at reception before joining each class to ensure accurate attendance records and compliance with safety regulations.

3.0 Holiday Programme Fee Policy

3.1 Registration & Payment

Bookings are completed online, and full payment is required at the time of booking to secure a place in the programme.

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3.2 Cancellations & Refunds

Once a booking is confirmed and payment is made, no refunds will be issued for cancellations or non-attendance the day off.

Notice of cancellation must be sent in writing at least 72 hours prior to the booked date for a full refund.

3.3 Changes & Transfers

Changes to bookings (e.g., switching dates) may be accommodated only if space allows and must be requested in writing at least 3 days before the scheduled session.

Any transfers are subject to availability and are at the discretion of the management.

3.4 Programme Cancellations by the Gym

If the Holiday Programme is cancelled by the gym due to unforeseen circumstances (e.g., low enrolment, facility issues), parents will be offered the choice of a full refund or a credit towards a future programme.

4.0 Discounts Policy

4.1 Family discounts

Discounts apply only to siblings enrolled simultaneously and will only be applied while all siblings are actively enrolled. The sibling discounts can not be combined with any other promotions or special offers and will be applied to regular memberships and holidays programme. Discounts apply to the lowest-priced classes or membership if siblings are enrolled in classes of differing costs. Affiliation fees will be payable at the full rate.

First Child: Full fee applies (no discount).

Second Child: 10% discount applied to fees.

Third Child & Additional Siblings: 20% discount applied to fees.

4.2 Staff and Committee Discounts

Will receive a 10% discount to any fees payable to the club across all programmes.

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Committee Sign off: