



PRAHRAN RHYTHMIC GYMNASTICS

**FEE POLICY**

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POLICY NAME	Fee Policy
DATE OF ISSUE	16-01-2021
POLICY COVERAGE	All Pahrhan Rhythmic Gymnastics Enrolled Members (Squad and Recreational)
TIME OF REVIEW	Biennially
REVIEW DATE	January 2023
CONTROLLING BODY	PRG Committee

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**1. INTRODUCTION**

This policy outlines procedures for Pahrhan Rhythmic Gymnastics (PRG) with regards the charging of fees for tuition received at PRG.

**2. STATEMENT OF PRINCIPLE**

PRG is committed to providing an open and transparent process for the application and collection of fees for tuition provided by PRG

**3. COVERAGE**

This policy applies to all current and future members of PRG and their family members or other person(s) responsible for payments relating to the membership

#### **4. SCOPE**

This policy relates to all tuition billable by PRG including:

- a. Term Fees
- b. Competition Fees
- c. GA/GV Registration Fees
- d. Administration Fees
- e. School Holiday Program
- f. Extra Lessons
- g. Private Lessons
- h. Ballet Lessons
- i. Pilates classes
- j. Late pick up Fee

#### **5. RELATED DOCUMENTS**

Related PRG Documents include:

- a. GV Member Protection Policy
- b. PRG Enrolment Policy

#### **6. PROCEDURES**

##### **6.1 Billing cycle**

All invoices will be sent out 1 week before the term commences.

Invoices must be paid in full by the first Friday of the term for the gymnast to be able to continue training for the term. If the invoice isn't paid after the second reminder, it will incur a 10% surcharge.

Competition fees, GA/GV registration fees, admin fees, school holiday program, extra lessons undertaken beyond the regular hours, and private lessons are billed separately.

Gymnasts training 16 hours or more per week are billed for 12 week terms which include 2 weeks of school holiday training.

Gymnasts training 15 hours or less per week are billed for 10 week terms. Additional training hours during school holiday will be invoiced separately.

Note the following fees:

- Annual Admin fee for training hours 9 hours and under is \$100

- Annual Admin fee for training hours of 10 hours or more is \$200
- Ballet lesson is \$6 per hour per week for gymnasts at Stages/Sub Junior, Level 6-10
- Ballet lessons for Pre Junior/Junior/Seniors are 2 hours (\$12) per week
- Pilates classes:
  - 45 minutes class (Stages, Subjunior, Prejunior ,L7-10, Sen): \$75 each class/week split evenly across the enrolled gymnasts for the particular level
- Private lesson is \$50 per hour (can be shared up to maximum of 2 gymnasts). Each gymnast pays \$25.

## **6.2 Hourly Rates and Training hours**

Gymnasts are offered to join a particular squad or class, usually in October for the following year, and if they accept the Squad Offer, they must attend and pay for all hours set for that group each term.

To confirm and hold the gymnasts place in a squad class for the following year, the Squad Offer must be accepted in writing via return email.

Any changes during the term resulting in decreased training hours will not be refunded.

PRG does not offer discounts for extra hours undertaken occasionally, but rather fix the rate as per the regular commitment to number of weekly hours undertaken on regular basis by the gymnast

As a general rule, there are no classes held on public holidays. There is no fee adjustment for public holidays.

## **6.3 Payments Terms**

Term payments must be received in full no later than Friday of the first week of term.

Payments can be made through direct deposit; details are stated on the invoices.

Parents/guardians who are experiencing difficulty to meet the payments deadlines must contact the club's Executive Committee to obtain approval for payment plan arrangement.

The option of organising to pay fees on a payment plan on a monthly basis is available under certain conditions – there needs to be a written agreement between the Club and payee regarding monthly payment amount, a direct debit arrangement must be organised by the payee with their bank and at the end of each term, any outstanding fee amount for that term must be paid in full.

Payment for competitions and workshops are paid as PIN or Trybooking payments via credit card and associated link.

#### **6.4 Overdue fees**

If Term Fees remain unpaid after 2 reminders have been issued, the gymnast will not be allowed to train, travel or compete until the fees have been paid.

If Competition Fees remain unpaid after the day of the relevant competition has passed, a \$100.00 Late Fee will be applied, and the total of the outstanding Competition Fees plus the Late Fee will be added to the Term Fee total.

Late/overdue payment of Term Fees without contacting Executive Committee to arrange a payment plan will result in restrictions on training, competition entry, individual/team travel and private lesson availability.

This includes but not restricted to Individual competitions, State team trials, AIS camps, National Clubs Carnival, club's national and overseas trips

If gymnasts are part of group routine at competition, approval to compete must be obtained from Executive Committee in consultation with the head coach.

Gymnasts can only resume training once their parents/guardians have made arrangements to start paying overdue fees to the club.

For those who have outstanding invoices, an arrangement can be made to pay the amount off in instalments. However, if the gymnast is continuing to train, current fees and competition payments must be paid in full by the due date. This is to ensure that people do not continue to accrue debt.

The club committee will not sign off transfer applications for PRG gymnasts wishing to transfer to another club until all overdue fees have been paid.

In the event the club is unable to recover payments fully, all fees owed to the club will be passed to a debt collector. This may result in negative credit ratings and additional recovery costs being incurred.

#### **6.5 Missed Training**

No refund or discount are given on fees for gymnasts away on gymnastics trips by personal choice, on school camps, holidays etc. or due to a short term illnesses (less than 2 weeks). However, if training places/times are available, gymnasts can attend make up lessons during the term where possible.

## **6.6 Injuries**

### **Level 4-10, Stages, Sub Junior, Pre Junior, Junior and Senior:**

An injured gymnast may be eligible for a discount of 50% on fees when they are unable to attend training.

An application for injury discount must be made in writing to the Executive Committee with an attached medical certificate (indicating the duration of injury).

If approved, 50% of the fees charged during the weeks the gymnast was injured will be credited to the next term.

Injury means that the gymnast is not training at all; it does NOT apply where they are training with a modified program.

### **Beginners, Level 1-3 and Adult Gymnastics:**

If you (adult classes) or your child is injured, and you (adult classes) or your child wishes to continue to attend class, even in a limited capacity, normal tuition fees apply.

If you (adult classes) or your child is injured and unable to attend training, you may elect to have your child or yourself (adult classes) removed from the class in which case fees would no longer be charged.

When you (adult classes) or your child is able to recommence we will check availability return to the relevant class.

## **6.7 Late pick up**

If parents/guardian is going to be late picking up their gymnast from the PRG training venue, they must inform the coach in advance.

The coach will stay with the gymnast until their parents/guardian arrives to the PRG training venue.

A late pick up fee of \$1 per minute after the end of gymnast's training session will be charged.

If the gymnast was not picked up after 10 minutes, a late pick up fee will be applied from the end of training time. For example, if gymnast's training finished at 3.00 pm and was they were picked up at 3.18 pm, then \$18 late pick up fee will be charged.

This fee will be added to the next terms invoice.

### **6.8 Make-up Classes**

In general no make-up classes are offered, unless the club's coach cancels the class. Any class cancelled will be made up during school holidays or an alternative class offered if available.

There will be no refund if the gymnast is unable to attend the offered make-up class.

Note that a private lesson is not equivalent to a make-up class.

### **6.9 Family Discount**

The child who trains the most hours will be billed according to normal rates.

Additional children will receive a 10% discount on their training fees only.

Other fees such as Ballet/ Pilates/ Admin Fees etc. will be charged at the standard rate.

### **6.10 Late Payments**

Our club requires all parents/guardians who experience difficulty meeting the required payment deadlines to contact PRG Executive Committee as soon as possible to organise alternative payment arrangements with the club. Late payment of fees will incur a 10% surcharge to cover administrative and recovery costs unless a prior arrangement has been made with Club's treasurer.

Note that gymnasts will NOT be able to enrol or train in the next term if they have overdue fees from previous term.

Gymnasts CANNOT enter a competition where tuition fees are outstanding.

### **6.11 Notice of Termination**

A minimum of 4 weeks termination notice in writing is required.

The notice should be given at least 4 weeks before the next term commences.

If the termination notice is provided during the term and the fees are already paid, a refund of current term fees is not granted.

The termination notice must be submitted and emailed to [prahranrg@outlook.com](mailto:prahranrg@outlook.com) and specify the <gymnast's name> in the subject of the email.

Special note: If a club transfer is required, parents/guardians must agree in writing that all routines and music remain the property of Prahran Rhythmic Gymnastics specialist Centre and cannot be used at any future training or competition with the new club.

## 6.12 Travel Expenses

- a. **Club's overseas or interstate trips** – coaches expenses (Airfare and Accommodation): to be split equally between all attending gymnasts
- b. **PRG Coach accompanying PRG gymnasts to GV/AIS camps** – coaches expenses (Airfare and Accommodation): to be split between all attending gymnasts
- c. **PRG gymnasts taking part in GV/GA: State/National/International events WITH PRG coach** – coaches expenses (Airfare and Accommodation): to be split equally between all attending gymnasts.

If gymnasts from other clubs/states are also travelling as part of the team then arrangements for splitting the costs between all travelling gymnasts (not just the PRG gymnasts) need to be discussed with the non PRG gymnasts, and confirmed in writing prior to the purchase of the coach's airfare or accommodation. This needs to be facilitated by the PRG Head coach and agreed in writing with all parties involved.

- d. **PRG gymnasts taking part in GV/GA: State/National/International events WITHOUT PRG coach** – outside of club coaches expenses (Airfare and Accommodation): to be split equally between all attending gymnasts as required. PRG Head coach is to seek agreement from the outside club regarding the equal splitting of the costs of the Airfare and accommodation, and this is to be agreed in writing by all parties prior to the purchase of the airfare and accommodation for the non PRG travelling coach
- e. **For a. b. c. and d. above**, the expenses that will NOT be covered by PRG gymnasts include (but not exclusively):
  - Change of mind to return earlier and charges incurred to changed travel arrangements as a result
  - Insurance claims
  - Overweight luggage

## 7. POLICY PROMOTION

This policy will be made available to all members via the PRG website.

