

# **FEES POLICY**

## BACKGROUND

The fees policy has been established to facilitate the ease of a club wide fee and invoicing structure, that includes Performance, Squad, Extension and Recreational gymnasts in all codes. It is the intent of NHG to promote a consistent organisational structure, to improve both internal and external communication, regarding fees.

## SCOPE OF POLICY

This policy applies to all gymnasts enrolled at NHG Gymnastics, and includes Performance, Squad, Extension and Recreational, in all venues and codes.

## POLICY

The Programme Manager and Finance Manager is responsible for the final approval of all fee structures.

### Performance and Squad:

Fees will be calculated on an annual basis and divided equally over four terms. (Refer to individual programmes for details of the number of weeks of training included per annum and per individual term).

The annual fee includes up to two cancelled sessions per term without any credit applied. Training sessions that fall on the same day as competitions or public holidays are not considered to be cancelled training sessions. Scheduled rest days and wellbeing days are not considered to be cancelled training sessions and will not be credited. (Refer to individual programmes for more details).

Any pre-Nationals STEP/Level for NHG Performance and any Squad Level 1-4, will be charged the full-term fee for their groups mandatory training sessions, regardless of the number of sessions they choose to attend. (Refer to individual programmes for more details).

Fees are to be paid in advance, before the beginning of each term.

Any gymnast must give one terms notice of withdrawal from the programme.

Gymnasts are liable for all fees to the end of a withdrawal period, regardless of whether they choose to attend classes or not.

Unless already included, holiday training may be offered and will be charged per session, at the rate as agreed by the Programme Manager and Finance Manager. (Refer to individual programmes for more details).

When applicable, holiday training will be invoiced separately and will be payable in advance. (Refer to individual programmes for more details).

Consideration may be given outside of these boundaries, for Performance and Squad in exceptional circumstances, at the discretion of the Programme and Finance Manager.

### **Extension and Recreational:**

Fees will be calculated and charged per term, having taken into consideration public holidays or club closure days.

All fees are to be paid in advance, at least a week before the term starts, or at the point that a booking is made, prior to commencement of the first class.

No refunds or credits will be issued for withdrawal from any class, other than for reasons as stipulated in the credits policy.

### **REPORTING PROCEDURES**

Reports will be provided to the Finance Committee.

### **ADMINISTRATION**

The policy will be reviewed and revised as needed.

09 November 2023