



Huntly Gymnastics Club

0274 176 275

Wight Street, Huntly 3700

huntlygymnastics@gmail.com

Standard club policy (Fees

payment)

Department:	All	Date	07/02/2022
Procedure:	Payment of fees	Pages	1
Authorised by:	Club Manager: Claire Packman-Brown	Revue due	Last review: 21/11/2022 Next review: 21/11/2023

The Purpose of the payment of fees policy

The purpose of the payment of fees policy is to ensure the timely and full payment of class fees, as well as any affiliation, registration, competition or other fees that may be applicable to the successful running of the Huntly Gymnastics Club and its activities, as well as the promised compensation of travel reimbursement to the volunteer staff at the Huntly Gymnastics Club.

- Huntly Gymnastics Club will endeavour to invoice fees within two weeks of a gymnast's first enrolment, roll over into the next term, or re-enrolment into a new year.
- Huntly Gymnastics Club will only provide refunds or credits in the case of a cancelled class or in the provision of a medical certificate within seven days of a missed class.
- Huntly Gymnastics Club requires full payment of class fees, as well as any affiliation, registration, competition or other fees within two weeks of the date of the invoice.
- Where payment of these invoices has not taken place, Huntly Gymnastics will attempt to make contact with the registered caregiver once by phone and once by email to advise of late payment and request prompt payment, or, in the case of hardship, implement a payment plan for the clearance of the fees by the end of the term.
- If contact between Huntly Gymnastics Club and caregivers fails, or fails to produce payment or a payment plan. Or a payment plan falls over, Huntly Gymnastics Club will exclude the child from classes until such time as fees are paid.
- If fees remain unpaid for one month after invoicing, the child will be removed from the class and the space in the class will be passed to the next interested party.
- If fees remain unpaid after 60 days of the due date of invoicing Huntly Gymnastics Club reserves the right to forward this debt to their collections agency BayCorp for recovery, and the member will be liable for all recovery and administrative costs incurred through this process.
- No person who has overdue fees with Huntly Gymnastics may enrol or re-enrol any person into any class or event with Huntly Gymnastics.