



## Fees and Payment Policy

### Trilogy Gymnastics

#### 1. Purpose

This policy outlines the fees, payment terms, and financial responsibilities associated with participation in programs at Trilogy Gymnastics. The aim is to ensure transparency, fairness, and sustainability of club operations.

#### 2. Scope

This policy applies to:

All gymnasts (recreational and competitive)

Parents and guardians

All programs, classes, and training sessions

#### 3. Fee Structure

Fees may include:

Term or session fees

Annual registration and affiliation fees

Competition entry fees

Uniform and apparel costs

Special event, camp, or workshop fees

All fees will be communicated prior to enrolment or registration.

#### 4. Payment Terms

Fees must be paid in full by the due date unless a payment plan has been approved.

Enrolment is not confirmed until payment is received.

Participation may be refused or suspended if fees are overdue.

## 5. Payment Methods

Accepted payment methods may include:

Online payments (card or direct debit)

Bank transfer

Other methods as advised by the club

Payment processing fees may apply.

## 6. Late Payments

Late or overdue payments may incur administrative fees.

Continued non-payment may result in suspension or cancellation of enrolment.

Outstanding balances must be cleared before re-enrolment.

## 7. Payment Plans

Payment plans may be available upon request and must be approved in advance.

Failure to meet payment plan obligations may result in cancellation of the plan and immediate payment of outstanding fees.

## 8. Refunds, Credits, and Make-Ups

Fees are non-refundable except where required by law.

Missed classes are managed in accordance with the Replacement Class Policy.

Refunds or credits are not provided for absences due to illness, holidays, or personal reasons.

Public holidays and scheduled club closures are not refundable.

## 9. Competition Fees

Competition fees are separate from training fees.

All competition fees are non-refundable once entries are submitted.

Fees must be paid by the club's stated deadline.

## 10. Withdrawals

Written notice is required to withdraw from a program.

Fees will continue to apply until the end of the notice period.

Failure to provide notice does not entitle families to refunds or credits.

#### 11. Financial Hardship

The club recognises that financial hardship may arise.

Families are encouraged to discuss concerns early.

Where possible, reasonable support options may be considered at the club's discretion.

#### 12. GST

Fees may include GST where applicable.

Tax invoices will be issued on request.

#### 13. Policy Review

This policy will be reviewed annually or as required to reflect:

Legislative changes

Operational requirements

Feedback from families and staff