

STANDARD OPERATING PROCEDURE

Department:	Management	Date:	1/08/2025
Policy:	Fee Policy (Recreation & Competitive)	Pages:	2
Authorised by:	HGC Board	Review Date:	1/08/2028

RECREATION PROGRAMME FEE POLICY

FEE PAYMENTS

- Payment is required at the time of booking to confirm your place in the class.
- If you are unable to pay online, payment can be made by EFTPOS, credit card, cash, or direct credit into our bank account:
- ASB 12-3089-0138228-00 (use child's full name and invoice number as reference).
- Exceptions may be made to support participation in sport. Payment plans may be arranged as:
 - o Two lump sum payments
 - o Fortnightly instalments

ENROLMENTS

- Priority bookings for the following term are available to current gymnasts, provided there are no overdue fees.
- If fees remain unpaid after the due date, the gymnast may be removed from the class.
- Gymnasts cannot attend class if fees are overdue.
- Fees overdue more than 90 days may be referred to a debt collection agency. Associated costs will be added to the account.

TERM LENGTH

- Terms are generally 10 weeks and follow public school dates.
- Pro-rata fees apply after the first two weeks of term if joining mid-term.

REFUNDS

- A refund minus a \$25 admin/cancellation fee is available if cancelling before the term starts.
- No refunds are available after the term has started, even if classes have not been attended.
- No partial refunds or credits for missed or partially attended terms.
- Refunds will not be processed while any fees are unpaid.

MAJOR INJURY OR SICKNESS

- No make-up sessions are offered.
- Please refer to club Serious Illness or Injury Fee Policy.

CLUB CLOSURE

- If the gym is closed (e.g. weather event), fees for missed classes will be credited to the next term.

STAFF CHILDREN

- Children of staff members must have all fees paid by the end of term to re-enrol for the next term.

STANDARD OPERATING PROCEDURE

COMPETITIONS

- Club fees must be up to date to compete.
- Entry is only submitted when the invitation is accepted, and full payment is made.
- No refunds unless a medical certificate is provided.
- A \$25 admin fee applies for late entries if accepted.

COMPETITIVE PROGRAMME FEE POLICY

FEE PAYMENTS

- Competitive gymnasts are enrolled for a full training year (Term 4 to Term 3 of the following year).
- Fees are divided into 12 equal monthly instalments, payable in advance by the 1st of each month (except October, due by 15th).
- Payment methods: EFTPOS, credit card, cash, or direct credit into ASB 12-3089-0138228-00 (use child's full name and invoice number as reference).
- Weekly or fortnightly payments are allowed, provided the full monthly amount is paid by the due date.
- No statements or reminders are sent. Please use Friendly Manager to view your account.
- Contact accountmanager@howickgym.co.nz for account queries.

FAILURE TO PAY

- Gymnasts will be stood down from training and competing if payment is overdue.
- Fees overdue by more than 90 days may be handed to a debt collection agency. Associated costs will be added to the gymnast's account.

GYMNASTICS NEW ZEALAND AFFILIATION FEES

Additional to training fees and invoiced separately each term (approx. \$30 per term).

ABSENCES & HOLIDAYS

- No discounts or refunds for missed sessions, late arrivals, or early departures.
- If you choose not to attend for personal reasons (e.g. travel), your place will not be held unless fees are paid in full in advance.
- No make-up lessons are offered.

MAJOR INJURY OR SICKNESS

- No fee reduction for missed training.
- Please refer to the club Serious Illness or Injury Fee Policy.
- Requests to train partially due to injury must be approved by your programme Head Coach. Fees will be charged on a pro-rata basis and reviewed monthly.

COMPETITIONS

- Full account must be up to date to compete.
- No refunds on competition entries unless a medical certificate is provided.
- A \$25 admin fee applies for late entries (if accepted).
- No fee refunds or make-ups for missed training due to competitions or travel.