



Essendon Keilor

Gymnastics Academy

196 Roberts Rd Airport West 3042 | 03 9336 4077 | gymnastics@ekga.com.au

Payment Policy

Making a booking

A booking is not considered to have been made (with the exception of a Trial booking) until such time as Direct debit / auto pay details have been submitted or the first quarters tuition has been paid. Payments can be made online through the EKGA Website parent portal or at the office we accept cash, EFTPOS and VISA and MASTER CARD.

Fees can either be paid by fortnightly direct debit (our preferred option) or paid in full, in advance each quarter.

Rebooking each term/ quarter

If you are signed up for Direct Debit / Autopay you do not need to rebook each term.

If you are not signed up for a Direct Debit you will be emailed an invoice four to five weeks before the end of the quarter for the following quarter. This account will have the tuition fee due date, which will be the second-last Saturday of quarter. We will hold your child's place in class up until the Tuition fees due date. If you do not make the payment by the due date, your child will automatically be removed from the class and his or her spot may be allocated to someone from the waiting list.

Gymnastics Victoria Registration

All members / participants of our programs are required to be members of Gymnastics Victoria. This fee is included in your tuition. We do not charge a separate fee for this. The fee we pay your behalf covers registration and personal accident insurance with Gymnastics Victoria / Gymnastics Australia.

Discount policy

- Any person eligible for a discount must request such discount when enrolling for the term / paying an invoice. No discounts will be backdated.
- Junior Coaches and EKGA Staff members are eligible for a Staff discount as per the Employee Benefits list.
- Families with two or more members enrolled in a gymnastics program are eligible for a 10% discount off the second and subsequent member's term fees. The discount will apply to the lower term fees paid by the family.
- These discounts only apply if fees are paid by the due dates. If fees are paid after the due date no discounts will apply.

Hours of training

Gymnasts who are part of a squad or class are charged for hours set out for that group. If gymnasts need to finish early or arrive late this does not entitle a discount on fees as all the club's costs are the same regardless of gymnast leaving early, starting late or missing a session.

Term length

At EKGA we operate year-round, not stopping for school holidays. Fees are calculated on a quarterly basis of 12 weeks. Public holidays are taken into account when fees are calculated, and as such, fees may vary from quarter to quarter (or fortnightly payment to fortnightly payment). Gymnasts starting part way through the term are charged on a pro rata basis.

Late fees / Declined payments

- Members with outstanding fees will not be permitted to attend classes or represent the club at events until such time as all outstanding fees are paid in full.
- Late fees may be charged on any invoices accounts that remain unpaid after the due date.
- An administration fee will be charged for declined direct debit payments.



Essendon Keilor

Gymnastics Academy

196 Roberts Rd Airport West 3042 | 03 9336 4077 | gymnastics@ekga.com.au

Missed Classes

- We must pay coaches for every class they teach, regardless of the number of gymnasts that attend each. Therefore, if your child misses a class we are unable to provide you with a refund for the missed classes.
- There are no refunds for classes missed due to gymnastics competitions or gymnastics events.
- Members are entitled to suspend position in class for up to four (4) weeks per calendar year. These suspensions can be taken in up to two blocks. Minimum suspension length is 2 weeks. Requests for suspensions must be received 14-days in advance, otherwise regular tuition will be payable. Written notice before the absence is required in order for this to be processed.
- Please see refund policy for more info.

Illness

- If your child misses classes due to illness and you are able to provide the club with a medical certificate we may provide you with a credit note to the value of the missed classes. Please see refund policy for more info.

Make Up classes

- We do not offer make-up classes, as this would require us scheduling additional coaches on the off chance a child will be attending as a makeup class. This would force us to charge higher fees or have larger than recommended class sizes.

Public Holidays

- Gymnasts do not pay (nor are classes held) on public holidays. These dates were taken into account when fees are set. Therefore public holidays do not count as a missed lesson. If the public holiday falls on a Monday or Tuesday (i.e. Long Weekends) classes will take place on the preceding Saturday and Sunday as usual, unless advised otherwise.