



NIDDRIE GYMNASTICS FEES POLICY - Rec & Tumble Time

DATE OF ISSUE:	May 2009
UPDATED:	April 2026
DATE OF REVIEW:	January 2027
CONTROLLING BODY:	NIDDRIE GYMNASTICS Committee

1. STATEMENT OF COMMITMENT

NIDDRIE GYMNASTICS is committed to providing an up-to-date facility with the highest quality equipment and services. To achieve these objectives, the club must implement fees and charges for its services and facilities.

2. POLICY APPLICATION

This policy applies to the NIDDRIE GYMNASTICS Committee, staff, volunteers, members and all users of the club's facilities and classes.

3. POLICY COVERAGE

This policy serves to cover all fee development, invoicing, collection and receipting for NIDDRIE GYMNASTICS.

4. ROLES AND RESPONSIBILITIES

Committee

- Advise and approve the fees for each calendar year.
- Advise and approve the procedures for invoicing, collecting and receipting of the fees.
- Advise and approve the procedures for collecting overdue fees.
- Ensure all staff are following the correct procedures.
- Handle any disagreements, arguments and complaints associated with fees, payments and refunds.

Administrative staff

- Produce and distribute invoices.
- Collect and receipt fees.
- Provide up-to-date records of received and outstanding fees and payments.

Members

- Responsible for payment of all fees owed to NIDDRIE GYMNASTICS as per the rules outlined in this policy.

5. POLICY RULES, BREACHES AND CONSEQUENCES

DETERMINING THE FEES

The Committee will undertake a review of all fees charged by the club when approving the annual financial budget for the year ahead. Factors that must be considered are:

- Viability of classes offered.
 - Insurances and affiliation.
 - Employment and wages.
 - Operational costs.
 - Maintenance and upgrades to current facilities.
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FAMILY DISCOUNTS

A family discount of 10% is applied to all fees for families with 3 or more gymnasts attending classes.

MEMBER ACCOUNTS

- All invoicing is completed by the Club's administration staff.
 - Invoices are issued for Term training fees, Squad Holiday training and competition, uniform, Annual re-enrolment or club functions (eg: display days and awards days).
 - An email address is required from all members for invoices.
 - Invoicing will be completed prior to the commencement of each Term for all participants.
 - A full Term is charged when the member commences within the 1st week of the Term. A pro-rata fee is charged thereafter.
 - Term Fees are based on the number of weeks in the Term and are calculated on the number of hours of training per week.
 - Classes are not held on Public Holidays unless advised by the coach due to impending competitions.
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ENQUIRIES

Please refer any fee queries to the Club office email: info@niddriegymnastics.org.au

Escalation of fee queries is to the committee: committee@niddriegymnastics.org.au , not coaches.

PAYMENTS

- All payments can be made by the means specified by the club.
- Cash payments to be deposited directly into our Bendigo Bank account.
BSB: 633 000 Acc: 125 143 370

Term fees are to be paid as follows:

- To be paid in FULL before the commencement of each term.
- New Recreational Gymnasts commencing mid-term – The remainder of the Term fee is payable together with the annual enrolment fee.
- Trials – To be paid before or on the day of the trial.

If paying by **INTERNET BANKING**:

- Bank account details are printed on all Invoices and Statements.
- Please use your child's surname and Invoice number as the Payment Reference.

If paying via **Credit Card**:

- Credit card link can be found on all invoices.

BANK FEES - subject to change from Oct 1, 2026.

When paying via Direct Bank deposit, there are no fees.

We use Ezidebit as our payment gateway, their fees are:

- Credit card link on the invoice: Amex, Visa, Mastercard: 1.99% + 30c per transaction.
- Direct debit, paying with Bank Account: 99c per transaction, paying with Amex, Visa, Mastercard: 1.99% + 30c per transaction.

When paying via eftpos in the office the fees are 1.4% per transaction.

RE-ENROLMENT DURING THE YEAR

For Terms 2, 3 and 4 it is assumed that all Recreational Gymnasts will continue and the class will roll over each term. Parents are requested to notify the Club prior to the commencement of the new Term if a gymnast will not be returning.

RE-ENROLMENT FOR FOLLOWING YEAR

Re-enrolment is required to secure a position in Term 1 for the following Calendar year and is contingent upon a Registration Fee being paid during the re-enrolment period, usually late in Term 4 (Nov or Dec).

LATE/OVERDUE FEES

NIDDRIE GYMNASTICS is a NON-PROFIT ORGANISATION, managed by an Honorary Committee and we rely upon the timely payment of fees in order to function, including paying rent of the gym and upkeep of equipment. Fees are due as per the Payments section of this policy and the Club reserves the right to withdraw its services if payments are not made in accordance with these terms.

If payments have not been made in accordance with the Payments Section above the following course of action will be taken:

1. Our office staff will phone or email members requesting payment if they are not made by the due date.
2. Unpaid invoices will be escalated to the Treasurer for follow-up with the member. If after the above follow-up, the amounts outstanding have still not been paid in full the child will be taken out of the class and the account will be placed in the hands of a debt collection agency.

REFUNDS

Non-attendance **does not qualify for a refund or credit.**

- **Cancellation**

If a class is cancelled by the club a credit for the class will be made to your account.

- **Illness or Injury**

Illness - Application for credit for illness to be submitted via email to our office along with a Certificate from a Registered Medical Practitioner. A limit of 2 per term.

Injury - A Medical certificate must be submitted via email. To return to training the athlete must obtain clearance from their medical practitioner.

- **Family Holidays**

Inability to attend due to holidays will not entitle the family to a refund or credit at any time. If parents would like to reserve the child's place in the class, then full fees for the term must be paid.

- **Ceasing at our Request**

If the club discontinues a program, withdraws a position or requests a member be removed from a program, the member's account will be given a pro-rata adjusted credit or refund for the balance of fees.

- **Refunds - Voluntary Withdrawal**

- No refunds apply to Enrolment/Registration.
- Existing members - A courtesy of 4 weeks' notice, refunds will be given after that date. Usual fees are charged during this time.
- New members – Within 30 days of their first class.

- **Suspension**

Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policy will apply (see above).

- **Clothing and Merchandise**

No refunds or credit will be given for merchandise or clothing purchased in the club that has been worn.

6. ENROLMENT/REGISTRATION FEE

An annual registration will be invoiced and is to be paid prior to your child commencing gymnastics.

This fee covers:

- Administration costs
 - Registration and Insurance with Gymnastics Victoria and Gymnastics Australia for the calendar year.
 - \$20 Fundraising Levy
 - On the appointment of a new major sponsor (usually every 2 years), a Tshirt will be included.
 - This is not included in the Term Fee structure and is NON-REFUNDABLE.
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7. VOLUNTEER LEVY

This levy will be added to your Term 1 fees. Please see the [Volunteer Levy Policy](#) for a full description.

8. CONFIDENTIALITY AND REPORTING

NIDDRIE GYMNASTICS Committee is responsible for implementing this policy and will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics Victoria, or as part of the disciplinary or corrective process in the event of a breach of policy.
