

## WESTERN MASS GYMNASTICS RULES AND POLICIES

### ENROLLMENT:

The enrollment process begins with your registration through the Western Mass Gymnastics online system, GoMotion. Every family will have to create an account with GoMotion, with all students listed as Members on the family's main account. If you need assistance in creating your GoMotion account or registering for classes, please visit the "Parent Information" page under the "Contact" tab in the menu bar on our website, [westernmassgym.com](http://westernmassgym.com).

### CLASS SCHEDULE INFORMATION:

The Western Mass Gymnastics school year class schedule runs from September through mid-June, and the summer program runs on a 7-8 week session from July through mid-August. You may enroll for our class programs at any point, providing there is availability in the class. Tuition will be automatically prorated for your first month if enrollment happens following the first class of the month.

### PARTICIPATION AGREEMENTS:

All parents/legal guardians **MUST** read and click all agreements in their GoMotion account in order for students to be eligible for participation. These agreements apply to all Members in your account. There is a tab on the top menu bar of your account labeled "Agreements" where you can find all of the required agreements for membership.

### PAYMENT SCHEDULES:

All recreational and competitive programs at Western Mass Gymnastics run on a monthly payment schedule. Every active account must have a credit card, debit card or bank account on file with their GoMotion account to which their monthly tuition will be charged on the 1<sup>st</sup> day of every month.

### CLASS PAYMENT POLICIES:

- We can not hold any spots in classes without full enrollment and payment.
- Tuition for memberships in all programs of Western Mass Gymnastics run on a monthly and automatic payment schedule.
- **Monthly tuition for our class programs is not based on a number of classes, but on a period of time (one month). In any given month there may be 3, 4, or 5 classes held, or 6-10 classes held for two day per week class programs, depending on holidays, weather events, or scheduled gym closings.**
- There are no make ups, refunds or credits for dropped or missed classes.
- If a class has less than 3 scheduled classes in a month, or 6 for a two day per week class program, tuition for that month will be automatically prorated.
- **IF MONTHLY TUITION PAYMENT IS NOT RECEIVED BY THE 15<sup>th</sup> OF THE MONTH WITHOUT COMMUNICATION WITH OFFICE, YOUR SPOT WILL BE FORFEITED AND GIVEN TO THE NEXT CHILD ON THE WAITING LIST.**
- Tuition for all programs may be paid with a method of payment other than the one on file BEFORE the 1<sup>st</sup> of the month. Otherwise, tuition will be automatically debited from the payment method on file as scheduled on the 1<sup>st</sup> of the month.
- Payment for any Special Events are due in full upon enrollment. These fees are non-refundable and no credits or rescheduling options are available.

### TEAM PAYMENT POLICIES:

- Tuition for all competitive programs is due upon registration and team families are required to keep a credit card, debit card or bank account on file to which monthly tuition will be charged.
- **There are NO MAKE UPS, CREDITS or REFUNDS given for any reason for any of our competitive programs.**
- Tuition for all programs may be paid with a method of payment other than the one on file BEFORE the 1<sup>st</sup> of the month. Otherwise, tuition will be automatically debited from the payment method on file as scheduled on the 1<sup>st</sup> of the month.

### WITHDRAWAL POLICY:

- Enrollment in all programs at Western Mass Gymnastics is continuous, which means that each student is enrolled for consecutive months (between September through June for classes and year-round for teams) until a parent gives us written notification of cancellation.
- To cancel enrollment, Western Mass Gymnastics requires written notice of intent to disenroll to be given to the office at least 15 days in advance from the next tuition due date.
- There are no refunds for cancellations if notice was not received 15 days prior to the 1<sup>st</sup> of the month and there are no refunds for missed classes.
- Continuous enrollment is considered a customer benefit, as it ensures that your child maintains their desired class day and time from month to month.
- Please see the front desk for a Withdrawal Form or email us at [westernmassgym@gmail.com](mailto:westernmassgym@gmail.com).

### MISSED CLASS POLICY:

#### **MONTHLY TUITION IN ALL WESTERN MASS GYMNASTICS PROGRAMS PAYS FOR YOUR CHILD'S SPOT IN CLASS, REGARDLESS OF**

**ATTENDANCE.** Monthly tuition remains consistent, regardless of the actual number of class days per month. Classes have no cash value once missed, and tuition is not prorated, credited or refunded for absences including, but not limited to, illness, vacation, holidays, weather closures, etc.

### DISCOUNTS:

A multi-family member / multi-class discount is offered when more than one immediate family member is enrolled in a program at the same time. The highest tuition rate is full price, with each additional tuition(s) discounted by 10%. This discount also applies to students who register for more than one class per week. In order to receive this discount, all applicable classes must be added to your cart at the same time, prior to checkout.

### ANNOUNCEMENTS:

Please follow Western Mass Gymnastics on Facebook and Instagram to stay up to date on all of our latest announcements.

### INCLEMENT WEATHER POLICY:

Western Mass Gymnastics does not follow the closings of any one school district. We have students who come to us from a variety of areas in Western MA and Northern CT, so we must be mindful of the safety of all of our students, staff and their families while making our decision on inclement weather closings. In the case of inclement weather, please visit our website at [westernmassgym.com](http://westernmassgym.com) or check out our Facebook and Instagram for any potential closings or delays.