



POLICY DOCUMENT

By way of affiliation, Knox Gymnastics is required to accept, comply and adhere with the policies of Gymnastics Australia and Gymnastics Victoria

MAKE-UP CLASS POLICY

Approval Date	Next Review	Author/Modifier
1/7/2020	June 2021	Samantha Lowe – General Manager

Policy Purpose and Scope

To outline the class make-up procedures for Recreation and Competitive members of Knox Gymnastics Club (excluding adult gymnastics members and casual play participants)

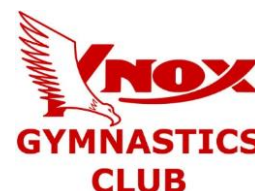
Terms and Conditions;

1. Make up classes will be available from the commencement of Term 2, 2020.
2. There is a limit of one (1) make-up lesson per calendar month for missed classes notified as per this policy. Make up classes do not accumulate if unused.
3. Make-up classes are valid for 14 days only from the date that the notified class was missed. Unused lessons after this time will be forfeited.
4. Knox Gymnastics Club must be notified on the general business line 9758 1089 by no later than 2 hours prior to the start of the class. Notification via email to info@knoxgymnastics.org.au will be acceptable however the time received must be no later than 2 hours prior to the start of class.
5. When notice is provided within this timeframe you are eligible to a make-up class. If notice is not provided within the required timeframe you would not be eligible for a make-up class.
6. Cancellation of membership will result in the forfeiture of any unused make-up classes.
7. Make-up classes are subject to availability and we cannot guarantee specific coaches or times.

4 Mossfield Avenue, FERNTREE GULLY, VIC, 3156 | P (03) 9758 1089 | **Emergency** (03) 9753 6835

E info@knoxgymnastics.org.au | W www.knoxgymnastics.org.au

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8. If a make-up class is missed, it cannot be re-booked.
9. Make-up classes are not guaranteed and are available only when pre-arranged.
10. Make-up classes cannot be backdated, transferred or reduce a term payment. Make-up classes cannot be carried over to the new term.
11. If classes are full, make-up classes will not be available as we do not overbook classes.
12. Due to class availability, we are unable to book a make-up classes more than 48 hours in advance.
13. For competitive gymnasts only, make-up classes can be completed in one (1) level above your current class.
14. Refer to the extend illness/injury policy for absences greater than 3 weeks.

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