



## POLICY DOCUMENT

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

### CLUB CANCELLATION POLICY

Approval Date	Next Review	Author/Modifier
1/12/2022	December 2023	Jo Salter - Accounts Manager

#### Policy Purpose and Scope

To outline the Knox Gymnastics Club Inc. cancellation policy if a member no longer wants to attend training sessions once a term is underway. Applicable to all term-based class members (excluding Adult Gymnastics & Casual Play Day members / program).

#### Terms and Conditions;

When a member enrolls for a class, there is an expectation and mutual agreement that they will attend for the duration of the program and pay fees accordingly.

If a member has completed their trial session, and has commenced training sessions but then decides to leave the program, the following guidelines are to be followed:

#### **ALL Programs; Kindergym, Recreational, Competitive including Gymstar, MAG, WAG & Development;**

1. If the participant decides to leave during the first week of term/*first week after trial completion*, then the member is only liable for payment of fees for that week. This first week is considered a 'cooling off period'. – The cooling off period is only available after the initial trial class and is not available for rolling over from term to term.
2. To cancel your gymnastics membership, 4 weeks written notice will be required to be emailed to [info@knoxgymnastics.org.au](mailto:info@knoxgymnastics.org.au).
3. Club Membership fees are non-refundable. Gymnastics Victoria Membership is non-refundable however transferrable if moving clubs.

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

E [info@knoxgymnastics.org.au](mailto:info@knoxgymnastics.org.au) | W [www.knoxgymnastics.org.au](http://www.knoxgymnastics.org.au)

ABN: 64043843155 | Incorporated Registration: **A0002292K**

