



COMPANY POLICY

TITLE: FEE POLICY

Purpose	STATEMENT OF COMMITMENT South Coast Gymnastics Academy 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 for its services and facilities.
Policy	POLICY APPLICATION This policy applies to the South Coast Gymnastics Academy Board of Management, staff, volunteers and all users of the club's facilities and classes. POLICY COVERAGE This policy serves to cover all fee development, invoicing, collection and receipts for South Coast Gymnastics Academy. ROLES AND RESPONSIBILITIES Operational Team Members • Determine the fees for each calendar year. • Determine the procedures for invoicing, collecting and receipting the fees. • Determine the procedures for collecting overdue fees. Operational Team Manager • Ensures all staff are following the correct procedures. • Handle any disagreements, arguments and complaints associated with fees, payments and refunds. • Approve all refunds. Staff & Volunteers • Write and send statements. • 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 South Coast Gymnastics Academy as per the rules outlined in this policy. Entry into any program confirms the member's acceptance of the SCGA Fees Policy.

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SOUTH COAST GYMNASTICS ACADEMY

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POLICY RULES, BREACHES AND CONSEQUENCES

DETERMINING THE FEES

The Operational Team will undertake a review in the second semester of all fees charged by the club when determining the annual financial budget for the year ahead. Factors that must be considered are:

- Viability of classes offered.
- Range of activities available to the public.
- Insurances and affiliation.
- Employment and wages.
- Operational costs.
- Maintenance and upgrades to current facilities.

Any changes in fees for the forthcoming year will be distributed to the members in Term 4 of that year.

ACCOUNTS

The below identifies different account groups that utilise the club's facilities. Invoicing is determined according to these groups.

● **Members**

Members fall into 3 categories for invoicing – Casual Accounts, Monthly installments -Kindergym programs and Monthly Installments -all other programs.

- **Casual Accounts** are available only to all Kindergym, GFA & Free G classes on a regular basis. Casual lessons can also be utilised for Competitive Squad members for additional training sessions when leading up to competitions or events. Casual members are required to pre-book all lessons subject to availability. Total weeks available for casual visits in 2026 is 40 weeks for Kindergym classes and 50 weeks for all other programs.
- **Monthly Installments Kindergym programs** are those members who participate in the early childhood programs during weekday mornings. These programs do not train regular hours during the school holidays or public holidays and will only be charged for the weeks that the class is operating during the school term. The total number of weeks included for 2026 is 40 weeks. These classes include the following programs:
 - Little Steps Kindergym GFA Classes
 - Kindergym Free Play
 - Nappy Chasers Kindergym
 - Toddler Pacers Kindergym
 - Preschool Racers Kindergym
- **Monthly Installments All other programs** are for those members who participate in regular afternoon and Saturday morning classes. These programs will participate in year-round regular training hours commencing from Monday the 5th of January 2026 and will rollover to the next year. These classes will not be operating during public holidays or gym closures (due to competitions or events). These members will be charged for all of the lessons that the class is operating for the entire year. The total number of weeks included for 2026 is 50 weeks. These classes include the following programs:
 - Gymnastics For All Classes
 - Junior GFA
 - Intermediate GFA
 - Intermediate Plus GFA
 - Senior GFA
 - Adult GFA Classes
 - Specialty Classes
 - Performance Gymnastics
 - TeamGym
 - Tramp & Tumble GFA
 - Mini Ninjas GFA
 - Free G

- Development Squads
 - Girls Red Squad
 - Boys Yellow Squad
- MAG (Boys) Squads
 - Green Squad
 - Red Squad
 - Blue Squad
- WAG (Girls) Squads
 - Orange Squad
 - Yellow Squad
 - Aqua Squad
 - Green Squad
 - Teal Squad
 - Blue Squad
 - Purple Squad
- Private lessons

All members must pay the annual SCGA Registration fee that covers the Gymnastics Affiliation Fee as well as Insurance for the participant. This fee cost will be relevant to the type of member they fall under (please see above) and is non-refundable.

- **General Community**

This covers all other community groups, sporting bodies, gymnastics clubs and other companies wishing to hire the club's facilities, join a program or event held at SCGA or utilise the club's staff and/or coaches.

- **Other**

This covers all other fees associated with gymnastics programs, such as but not limited to events, SCGA shop, uniforms, parties, holiday programs, private lessons, once-off visits etc.

ACCOUNTS PAYMENT

Due to the rising costs of many services in running the club, SCGA will be increasing the tuition charges and other associated costs for all programs, from the 1st of January 2026. This increase will occur for all programs, events and other associated costs operating from January 2026 to December 2026. A copy of the membership fee structure can be found in APPENDIX A of this policy. A copy of the class fee structure can be found in APPENDIX B of this policy.

Casual Accounts

- Casual Account members will be required to enrol for every casual lesson they wish to attend before the commencement of class.
- Enrolments are subject to availability.
- This payment method will only be available to Kindergym, GFA and FreeG classes, with the exception of squad classes for the purpose of additional training sessions leading up to competitions or events.
- Each casual visit will incur a casual fee depending on which program they are looking for. All casual fees are due by the commencement of each visit.
- A current SCGA Membership fee is also due if the casual visits attended exceed 4 weeks of the current calendar year. These do not need to be consecutive weeks.
- A form of payment such as card or bank details will be required to be placed on file for casual accounts of more than one lesson. Payment will then be deducted on the 1st of every month. If you wish to pay with a different payment method than the details provided on your account or have a query regarding the statement, you are welcome to discuss it with reception before the due date of the 1st of the month.
- Fees apply for any failed attempts for payment transactions on the 1st of the month for declined, incorrect details or insufficient funds. Additional administration fees and late fees will apply for any outstanding fees due more than 7 days and can be found in APPENDIX D of this policy.
- Active Kids or Creative Kids vouchers are not redeemable for Casual Accounts unless there is a minimum of 5 visits booked in.

- A copy of the membership fee structure can be found in APPENDIX A of this policy.
- A copy of the class fee structure can be found in APPENDIX B+C of this policy.

- **Monthly Installments Kindergym programs**

- All members will be required to re-enrol each year by the first training day of the year to guarantee their position. The first training day in 2026 for Kindergym classes is Monday the 2nd of February 2026. Any enrolments made after this date will be subject to availability and may be placed on a waiting list.
- Once enrolled by this date, the member will be automatically enrolled for the entire year (excluding school holidays, public holidays and gym closures). There will be 4 terms in the year with 10 weeks of training in each term. Each of the 4 term dates can be found on all fact sheet information, on our website or by contacting the front office. Enrolments for the following year will need to be processed respectively.
- Fees for each month will be calculated based on how many lessons are operating within that month. Most months have 4 lessons, but some may have 2, 3 or 5 depending on where your class day falls.
 - For example, in 2026 there are 5x Tuesday sessions in the month of March but 4x Saturday sessions within that same month. Therefore Tuesday classes will pay for 5 lessons and Saturday classes will pay for 4 lessons in the month of March.
- All Monthly installment payments are required to be paid by the first day of the month. Payments will also be made available at times when classes are not operating such as throughout the school holidays (unless closure of facility).
- A pro rata fee is charged for all members enrolling part-way through a month.
- Participation in all other programs, events, KidzBreak Holiday Clinics, etc is not included in the monthly instalment fees and will incur a separate fee.
- A form of payment such as card or bank details will be required to be placed on file for casual accounts of more than one lesson. Payment will then be deducted on the 1st of every month. If you wish to pay with a different payment method than the details provided on your account or have a query regarding the statement, you are welcome to discuss it with reception before the due date of the 1st of the month.
- Fees apply for any failed attempts for payment transactions on the 1st of the month for declined, incorrect details or insufficient funds. Additional administration fees and late fees will apply for any outstanding fees due more than 7 days and can be found in APPENDIX D of this policy.
- Active Kids or Creative Kids vouchers are redeemable for members enrolled in classes that operate with Monthly instalments (must be enrolled for the year and complete at least 5 sessions and are non-refundable).
- A copy of the membership fee structure can be found in APPENDIX A of this policy.
- A copy of the class fee structure can be found in APPENDIX B+C of this policy.

- **Monthly Installments for all other programs**

- All monthly fees will automatically roll over and enrol members into the following year. Members do not need to re-enrol annually to retain their position.
- The first training day in 2026 for all weekday afternoon and Saturday morning classes is Monday the 5th of January. Any enrolments made after this date will be subject to availability and may be placed on a waiting list.
- Once enrolled, the member will be automatically enrolled for the entire year from Monday the 5th of January 2026 (excluding public holidays and gym

closures). All class dates can be found on the relevant fact sheets, on our website, or by contacting the front office. Enrolments and monthly payments will continue into subsequent years unless cancelled in accordance with our cancellation policy.

- Fees for each month will be calculated based on how many lessons are operating within that month. Most months have 4 lessons but some may have 2, 3 or 5 depending on where your class day falls.
 - For example, in 2026 there are 5x Tuesday sessions in the month of March but 4x Saturday sessions within that same month. Therefore Tuesday classes will pay for 5 lessons and Saturday classes will pay for 4 lessons in the month of March.
- All Monthly installment payments are required to be paid by the first day of the month.
- A pro rata fee is charged for all members enrolling part-way through a month.
- Participation in all other programs, competitions, events, KidzBreak Holiday Clinics, etc are not included in the monthly instalment fees and will incur a separate fee.
- A form of payment such as card or bank details will be required to be placed on file for casual accounts of more than one lesson. Payment will then be deducted on the 1st of every month. If you wish to pay with a different payment method than the details provided on your account or have a query regarding the statement, you are welcome to discuss it with reception before the due date of the 1st of the month.
- Fees apply for any failed attempts for payment transactions on the 1st of the month for declined, incorrect details or insufficient funds. Additional administration fees and late fees will apply for any outstanding fees due 7 or more days and can be found in APPENDIX D of this policy.
- Active Kids or Creative Kids vouchers are redeemable for members enrolled in classes that operate with Monthly instalments (must be enrolled for the year and complete at least 5 sessions and are non-refundable).
- A copy of the membership fee structure can be found in APPENDIX A of this policy.
- A copy of the class fee structure can be found in APPENDIX B+C of this policy.

● **SCGA Membership Registration Fee (Gymnastics Affiliation Fee + Insurance)**

- This fee will be paid by all members upon enrolment in their retrospective program and will be required to be paid annually each year depending on the program they are enrolled into. This is a non-refundable fee.
- There are two types of registration categories applicable to SCGA programs.

Kindergym Programs (do not train during school holidays)	All other Programs (train year-round)
12 month fee = \$90	12 month fee = \$165
Subsidised fee (enrollment after July 1st 2026) = \$80	Subsidised fee (enrollment after July 1st 2026) = \$135
These membership registration fees include ● Insurance coverage for the athlete (and parent if applicable) training at the club during the current calendar year in a kinder gym program. ● Registration of the athlete with Gymnastics Australia for the calendar year ● Special SCGA member discounts and promotions.	These membership registration fees include ● Insurance coverage for the athlete at the club as well as sanctioned external events during the current calendar year. ● Registration of the athlete with Gymnastics Australia for the calendar year. ● Insurance and access to competitions and events outside of

		the club • A 2026 SCGA Merchandise pack • Special SCGA member discounts and promotions.
	• General Community Accounts ○ Invoices will be issued upon confirmation of the event/contract unless otherwise determined by the Board of Management and must be paid by the due date on the issued invoice. PAYMENTS ▪ SCGA is a member of the Active Kids & Creative Kids Government rebate. If you have applied for an Active Kids or Creative Kids voucher and wish to use your voucher at our club, you may do so by emailing a copy of the voucher/s you wish to use to administration. You will then have your voucher applied as a credit to your account fees (per voucher, per child). This must be done before the due date of your invoice otherwise card or bank details will be processed. Terms and conditions apply for use of Active Kids and Creative Kids Vouchers. ▪ Card or bank details will be required to be placed on file for all accounts enrolled in more than one lesson. Payment will then be authorized by the member to be deducted on the 1st of every month. If you wish to pay with a different payment method than the details provided on your account or have a query regarding the statement, you are welcome to discuss it with reception before the due date of the 1st of the month otherwise payment will be deducted. ▪ Payments for all other fees such as events, SCGA Shop items, competitions, etc will need to be authorised separately and will not automatically be deducted from your account on the 1st of the month. ▪ Available account credited amounts will be applied to fees due, depending on what type of credit is available. Some credited amounts, such as Active Kids or Creative Kids vouchers are only redeemable for enrollments of 5 sessions or more and are non-refundable. ▪ SCGA Coupons, gift cards, KidzBreak Holiday Clinic Coupons etc, may be used as a form of payment (subject to terms and conditions). All gift cards and coupons must be supplied to the front office to be cited, processed and applied as a credit to your account before the due date of the charge, otherwise, payment will be processed via card or bank details on file. Terms and conditions apply for the use of coupons and gift cards. ▪ All Monthly instalment fees are required to be finalised on the 1st day of the month in which they are due. For those who register for classes after the 1st of the month, their fees will be due by the first lesson of their enrollment and will need to be authorised separately. Failure to make monthly installments or payments prior to first class will result in a reminder email for overdue fees. ▪ Family discounts apply to all class fee enrollment types (excluding casual bookings and Nappy Chasers classes) . ▪ There is no refund on class fees that have been confirmed, this includes no-shows, holiday leave or other absences. A medical exemption may be applicable upon request with sufficient evidence provided and must be processed within 30 days of a missed session. ▪ General Community accounts are to be paid by the due date of the invoice emailed. LATE/OVERDUE FEES • Accounts overdue by 7 days after the due date will be sent an administration fee notice via email. This will incur a \$25 administration fee added to the invoice. • Failure to make full payment within 14 days from the 1st of the month will incur a further \$25 late fee added to the account. All further participation in classes at the club will cease without refund, from this second notice until all overdue fees are paid in full. Failure to make payment in full by the 21st of the month, accounts will be referred to the employment of a debt collection agency and all costs associated with the hire of the collection agency will be passed onto the member account. • If a member has had their SCGA registration, that account will not be allowed to participate in training, member events, competitions and other programs whilst fees are outstanding,	

unless a payment plan has been negotiated and approved in writing by SCGA Management.

- Payment plans are available for the management of fees and can be discussed and agreed upon with SCGA Management prior to fees due. The club's Operational Team Manager can be contacted to discuss payment plans if required via email at admin@scga.com.au or by phone at 0242275722.

CANCELLATION FEES

- If you wish to withdraw your child/ren from ongoing gymnastics programs, the club requires a one-month written notice (28 days) submitted in writing to Office Administration (subject to the Voluntary Withdrawal clause). This can be done by request through our online portal or via email to administration. No cancellation fee will incur if a one-month notice is given before withdrawal. During this time, the athlete will continue their regular classes until their last enrollment day.
- Failure to give a one-month written notification request to office administration by the time of withdrawal will result in a full month cancellation fee charged to your account.

REFUNDS

Non-attendance does not qualify for a refund or credit. This is determined at the discretion of the member, not by the Club.

- **Cancellation**

- If a class is cancelled by the club, the club will offer make-up classes to compensate for the cancelled session to the best of their ability. These classes are subject to availability. If the make-up class cannot be held, a pro-rata adjusted credit of fees will be made to your account, no refunds will be given.

- **Illness**

- There is no refund for absence from classes due to illness (unless medical exemption applies). Immediate cancellation of enrollment (without a one-month cancellation period) and adjustment of fees as well as a re-enrollment may be requested in writing to the Office Administration if absence due to illness extends for more than two weeks. Any such claim must be accompanied by sufficient evidence including but not limited to a medical certificate from the medical practitioner as well as medical clearance to return to the sport.

- **Injury**

- There is no refund for absence from classes due to injury (unless medical exemption applies). Immediate cancellation of enrollment (without a one-month cancellation period) and adjustment of fees as well as a re-enrollment may be requested in writing to the Office Administration if absence due to injury extends for more than two weeks. Any such claim must be accompanied by sufficient evidence including but not limited to a medical certificate from the medical practitioner as well as medical clearance to return to the sport.

- **Family Holidays**

- Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund, or credit at any time. This is determined at the discretion of the member, not by the club.

- **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.

- **Voluntary Withdrawal**

- Should the member decide not to continue with their enrollment all outstanding fees associated with the member must be paid on exiting their program. A one-month notice must be requested in writing to withdraw from any program.

	Failure to do so will incur a one-month cancellation fee from the date of notifying the club's Operational Team Manager via written letter or by the online customer portal. • 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. However, exchanges may be made within 14 days if goods are damaged. ○ No items will be issued without payment in full. ○ Returned items in a sufficient condition approved via the Operational Team Manager may be applied as a credit towards members fees at 50% reduction of the purchase price. CONFIDENTIALITY AND REPORTING The South Coast Gymnastics Academy management and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, or as part of the disciplinary or corrective process in the event of a breach of policy. A report of all received and outstanding fees will be completed by the club administrators at the end of each month and provided to the Operational Team Manager for review.
Responsible	Management-Staff-Volunteers and Members

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Liz Medway
Title: Operational Team Manager

Original issue: 30/11/2008

Policy Maintained by: Liz Medway/Shelly McGregor
Title: Operational Team Members

Current version: 19

Review date: End of each calendar year

Approved:

Liz Medway
Operational Team Manager

APPENDIX A

SCGA 2026 Member Registration	
Kindergym Programs (do not train during school holidays)	All other Programs (train year-round)
12 month fee = \$90	12 month fee = \$165
Subsidised fee (enrollment after July 1st 2026) = \$80	Subsidised fee (enrollment after July 1st 2026) = \$135
These membership registration fees include • Insurance coverage for the athlete training at the club during the current calendar year • Registration of the athlete with Gymnastics Australia for the calendar year • Special SCGA member discounts and promotions. • 5% discount on birthday parties • 5% discount on kidzBreak holiday programs (full day only) • Family discounts for class fees (not including privates or casuals) • Member discounts on promotional events	These membership registration fees include • Insurance coverage for the athlete at the club as well as sanctioned external events during the current calendar year. • Registration of the athlete with Gymnastics Australia for the calendar year. • Insurance and access to competitions and events outside of the club • A SCGA Merchandise Pack • Special SCGA member discounts and promotions. • 5% discount on birthday parties • 5% discount on kidzBreak holiday programs (full day only) • Family discounts for class fees (not including privates or casuals) • Member discounts on promotional events

APPENDIX B

Example of monthly fee = weekly fee times by the number of weeks in the month on your chosen day.

45min \$20.70 per week - Chosen day Tuesday - Feb 2026 = 4 weeks - Monthly fee is \$82.80

Please note: All monthly fees will automatically roll over and enrol members into the following year. A one-month notice must be requested in writing to withdraw from any program.

Fee Structure between January to December 2026				
		Kindergym Programs	All other classes	
		Athletes not training in regular classes during school holidays	Athletes training year-round	Casual Classes
Total weeks of training during the year		40 weeks total	50 weeks total	Up to 50 weeks
GST		inc GST	inc GST	incl GST
Cost 45 minutes a week	weekly rate	\$20.70	X	\$24.05
Cost 1 hour a week	weekly rate	\$24.30	\$24.05	\$29.25
Cost 1.5 hours a week	weekly rate	\$32.70	\$32.45	\$36.25
Cost 2 hours a week	weekly rate	\$37.90	\$37.64	\$41.75
Cost 2.5 hours a week	weekly rate	\$44.40	\$42.85	\$48.05
Cost 3 hours a week	weekly rate	\$51.99	\$48.06	\$53.25
Cost 3.5 hours a week	weekly rate	\$59.57	\$52.36	\$61.25
Cost 4 hours a week	weekly rate	\$64.00	\$57.44	X
Cost 4.5 hours a week	weekly rate	X	\$63.81	X
Cost 5 hours a week	weekly rate	X	\$68.85	X
Cost 5.5 hours a week	weekly rate	X	\$74.47	X
Cost 6 hours a week	weekly rate	X	\$79.80	X
Cost 6.5 hours a week	weekly rate	X	\$85.15	X
Cost 7 hours a week	weekly rate	X	\$90.16	X
Cost 7.5 hours a week	weekly rate	X	\$94.95	X
Cost 8 hours a week	weekly rate	X	\$99.68	X
Cost 8.5 hours a week	weekly rate	X	\$103.36	X
Cost 9 hours a week	weekly rate	X	\$106.65	X
Cost 9.5 hours a week	weekly rate	X	\$110.58	X
Cost 10 hours a week	weekly rate	X	\$114.35	X
Cost 10.5 hours a week	weekly rate	X	\$116.76	X
Cost 11 hours a week	weekly rate	X	\$120.12	X
Cost 11.5 hours a week	weekly rate	X	\$123.05	X
Cost 12 hours a week	weekly rate	X	\$126.12	X
Cost 12.5 hours a week	weekly rate	X	\$128.75	X
Cost 13 hours a week	weekly rate	X	\$131.17	X
Cost 13.5 hours a week	weekly rate	X	\$133.38	X
Cost 14 hours a week	weekly rate	X	\$135.66	X

Cost 14.5 hours a week	weekly rate	X	\$137.75	X
Cost 15 hours a week	weekly rate	X	\$141.60	X
Cost 15.5 hours a week	weekly rate	X	\$143.84	X
Cost 16 hours a week	weekly rate	X	\$145.28	X
Cost 16.5 hours a week	weekly rate	X	\$146.52	X
Cost 17 hours a week	weekly rate	X	\$147.39	X
Cost 17.5 hours a week	weekly rate	X	\$150.15	X
Cost 18 hours a week	weekly rate	X	\$152.46	X
Cost 18.5 hours a week	weekly rate	X	\$153.18	X
Cost 19 hours a week	weekly rate	X	\$155.42	X
Cost 19.5 hours a week	weekly rate	X	\$157.17	X
Cost 20 hours a week	weekly rate	X	\$159.20	X
Cost 20.5 hours a week	weekly rate	X	\$160.72	X
Cost 21 hours a week	weekly rate	X	\$162.12	X

APPENDIX C

Fee Structure for Private Lessons		
	30-min Private lesson	1-hour Private lesson
	Athletes training year-round	Athletes training year-round
Total weeks of training during the year	Up to 50 weeks	Up to 50 weeks
GST	inc GST	inc GST
1 person (does not need to be a family member)	\$40.00	\$75.00
2 people (does not need to be a family member)	X	\$50.00 pp

APPENDIX D

Overdue fees			
Overdue between 1 - 6 days	Overdue 7 to 13 days	Overdue 14 to 20 days	Overdue 21+ days
No additional fee is charged, Reminder email notification.	\$25 Administration fee added. A reminder email notification will be sent and an updated statement will be emailed.	An additional \$25 late fee will be added. A reminder email notification will be sent and an updated statement emailed. Attendance during classes is to cease until payments have been finalised or a payment management plan has been agreed upon with management.	Enrollment of athletes during lessons will be cancelled. Debt is passed along to the debt collection agency and all fees associated are to be paid by the member. Re-enrollment in classes, programs or events will be denied until full payment has been finalised or a payment management plan has been agreed upon with management.