



Hokitika Gymnastics Club

Fees and Payment Policy

Purpose

The purpose of this policy is to outline the expectations for payment of fees and the circumstances under which refunds or credits may be considered.

Hokitika Gymnastics Club is a not-for-profit organisation and relies on the timely payment of fees to support coaching, equipment maintenance and the ongoing operation of the club.

Definition of Fees

Fees may include:

- Membership or registration fees
- Term class fees
- Competition entry fees
- Affiliation fees
- Uniform or merchandise purchases
- Any other fees invoiced by the club

Fees are set by the committee and reviewed periodically.

Term Fees

Term fees are invoiced prior to the start of each term.

Payment of fees confirms a gymnast's place in their class.

Fees must be paid by the due date specified on the invoice unless a prior payment arrangement has been agreed with the committee.

If payment is not received by the due date, the club may offer the class placement to another gymnast.

Payment Arrangements

Hokitika Gymnastics Club understands that families may occasionally require support with payment arrangements.

Families experiencing difficulty paying fees are encouraged to contact the club before the due date to discuss a payment plan.

Missed Classes

Refunds or credits will not be provided for missed classes due to illness, holidays or other personal commitments.

Injury or Illness

Where a gymnast is unable to participate due to a significant injury or illness for an extended period, the committee may consider a partial credit toward future fees.

Medical documentation may be requested where appropriate.

Withdrawal from Classes

If a gymnast wishes to withdraw from a class, the club must be notified prior to the start of the new term.

Once a term has commenced, fees remain payable for the full term.

Non-Payment of Fees

If fees remain unpaid and no payment arrangement has been agreed, the club may suspend participation until payment is received.

Class Cancellation

Hokitika Gymnastics Club may occasionally need to cancel classes due to circumstances beyond the club's control, including but not limited to coach illness, facility issues, severe weather or other unforeseen events.

Where possible, the club will attempt to reschedule the class. Refunds or credits will generally not be provided for isolated cancelled sessions.

Review

This policy will be reviewed periodically by the committee to ensure it remains appropriate for the operations of Hokitika Gymnastics Club.

Date Approved: 15 April 2026