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## ECLIPSE GYMNASTICS FEES POLICY

By enrolling your child at Eclipse Gymnastics you agree to the following terms and conditions:

### DIRECT DEBIT INFORMATION

- All tuition fees will be charged to your credit or debit card via a direct debit payment on the 15th of each month.
- The first payment will be January 15th with the final payment for the year being November 15th.
- Your monthly fee will be calculated by dividing your annual tuition fees into 11 equal payments.
- If you prefer to pay eftpos or cash, you can do so in person prior to the 15th of each month.
- Annual registration fees must be paid separately to secure your child's place.
- Should a payment be declined, you will be notified immediately and it will be put through again a few days later. Please ensure the funds are available.
- Any fee associated with a declined payment will be added to your monthly payment.
- Reminders will not be sent.
- Public holidays are not charged for.
- Any classes cancelled by Eclipse Gymnastics for any reason will not be charged for.

### PAYING ANNUAL FEES UP FRONT

- You can pay your total annual fees up front and receive a 5% discount.
- Fees must be paid in full prior to the first direct debit date to receive the 5% discount.
- You will still be required to provide credit card details and the monthly payment will be taken on the 15th of the month if the fees have not been paid up front.

### SECURITY

To ensure the safety of your information, your credit card details will be encrypted in our FileMaker database, and we will be purchasing security certificates to further encrypt and secure the information as it is transferred to our 3rd party Merchant service company, Merchant Warrior, who is a PCI DSS (Payment Card Industry & Data Security Standard) compliant company.

### CANCELLATION PROCEDURE

Should you wish to cancel your gymnast's booking at any time you must provide 14 days written notification. Once we have received notification we will email you with your final direct debit date or to let you know of any refunds owing. If you have paid your fees in full you will receive a refund for the remaining classes for the year. You should not consider your cancellation finalised until you have received written confirmation from Eclipse Gymnastics acknowledging your withdrawal.

### REFUNDS AND CREDITS

Eclipse Gymnastics does not offer refunds or credits for missed classes, however, make up classes can be done at any time during the year.