



Policy Name: <b>Payment Policy</b>	Date of approval: February 26, 2026	Date of activation:
Approved by: Board of Directors	Linking to: Board of Director Policies Applicable manuals	Replacing previous version: May 2019

Review Cycle: Reviewed yearly by the Board of Directors

## Payment Policy

### 1. Fee Structure/Policy

- a. It is the policy of the Peaks Gymnastics Society (PGS) that the complete program fee must be satisfied regardless of attendance and that there will be no pro-rating. Example: If a program runs two days per week, and the athlete attends only one, the program fees for two days must still be paid. The board reserves the right to make exceptions to this rule on a case-by-case basis. The exception must be presented in writing to the board.
- b. NSF cheques will result in a \$25 administration fee. Should this situation occur, a new cheque must be provided prior to the next class for the same amount, including the administration fee. In the case that an NSF cheque has not been replaced, the athlete will be unable to participate until payment has been received. The club endeavors to provide gymnastics to all athletes. Alternative sources of funding may be available. Please contact the board if interested in learning more about these resources.
- c. In the event an athlete is unable to afford their monthly payments, the Board requests that the family put this in writing to them immediately. A 30-day grace period will be allowed from the date of the missed payment. Thereafter, interest of prime plus five per cent will be added to the outstanding monthly payments and cumulated as such. The board will do everything possible to find financially creative ways to keep the athlete in gymnastics. The Board reserves the right to make exceptions to this rule on a case-by-case basis.

### 2. Refund Policies - Recreational Programs

- a. **Voluntary withdrawal:** There is a one-week grace period in which the child is entitled to a full class-cost refund if the first class was not a good fit. For the

Adopted:

refund to be granted, the gym club must receive in writing 48 hours prior to the start of the second class that the child will not be continuing their participation.

- b. Refund/credit requests made after 48 hours prior to the second class, the following applies:
  - i. Refund of fees is applicable within 48 hours prior to second class.
  - ii. If less than 48 hours prior to second class, and a replacement participant can fill the spot, a gym credit for the remaining weeks of the class cost (excluding BC Gym fee) may be granted to the participant (for use within the immediate family). The credit will exclude the class cost for the first and second classes at minimum, with the remaining credit amount dependent on the time the replacement is registered.
  
- c. **Involuntary withdrawal:** Refund or credit (excluding BC Gym fee) may be granted for involuntary withdrawal from the program (such as injury or illness), for the remainder of the session. A doctor's note stating the child's inability to continue participation must be provided to the PGS board along with a written request for the refund to be considered. If applicable, the credit may be used by the immediate family and within the season. GymBC membership is non-refundable and non-transferable at any time.
  
- d. **Additional Programs (summer camps, training camps, other)**
  - i. Camp fees may be refunded if an athlete withdraws from the camp involuntarily (i.e., for medical reasons, family moves out of town, etc.).
  
  - ii. In the case of voluntary withdrawal from the camp, camp fees may be refunded if the withdrawal is made more than 1 week prior to the commencement of the camp. No refunds shall be made for requests within one week of the commencement of the camp.
  
  - iii. If the appropriate coach determines that an athlete is unsuited for the camp in which she/he is registered, the athlete shall be entitled to a refund of the remaining camp days.