

Direct Debit Policy 2024

Purpose:

To ensure the timely collection of fees and that all members understand the terms and conditions associated with attending gymnastics programs at Flyaway Gymnastics.

To ensure that all members, and potential members of Flyaway Gymnastics are aware of the booking in process and requirement that fee payments must be up to date for continued participation.

Guidelines:

Update to edited Fee and booking policy. Access to Flyaway Gymnastics programs are only available by using our on-line portal. Bookings must be made each term, and an on-line non refundable deposit is required to secure the booking.

Payment Set Up

To set up Direct Debit, please contact the office via phone or email, and a link will be provided via email for you to set up.

- Direct Debits are set up into 5 x fortnightly payments to ensure all fees are paid in full before term roll over.
- Direct Debits will begin in the last week of the term and will be processed in the following weeks:
 - Current Term- Week 10 – 1st payment**
 - Holidays- week 2- 2nd payment**
 - New Term- week 2, 4 and 6 – payments 3,4 and 5**
- Failed payments - if there is a failed payment, the administration team will contact you and request payment to be made over the phone or in person, *please do not pay via the think smart portal or via bank deposit.*
- Failed payments will incur a \$4.40 fee by Payrix on the next payment as per the agreement made with Payrix when completing Direct Debit Request.
- Any more than 2 failed payments will result in the Direct Debit being cancelled and the full amount of the invoice will be due before attendance of the next class.
- Failure to pay the invoice in full will result in the child's participation of classes to be cancelled, and the club managers' discretion.
- Direct Debits can be activated at any point during the term, and payments will align with the above payment schedule. Payments will need to be altered to fall in line with above payments direct debit schedule.



Adjustments

- Fees can and will be corrected in good faith should an error occur in billing, as soon as practical after the error is detected.

Responsibility:

- The Fee Policy is the responsibility of the Club Manager.

Associated Policies/Documents:

- Privacy Policy
- Temperature Policy
- Office Hours and Public Holidays
- Fee and booking Policy

Review:

Date reviewed - March 2024 2024.

Next review – March 2025.