



Refund or Reduction for Competitive Programs

02.9.13

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02 ADMINISTRATION – Programs

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The fee for the Competitive Program is an annual fee that secures your child's place in the competitive program for an 11 month period. BGC makes a yearly commitment to your child and we expect that our members also make a yearly commitment to our club. Therefore there is no reduction in fees or refund should an athlete choose to leave the program mid-year unless one of the three bullet points outlined below are applicable. A refund or training hour reduction request will only be considered under the following circumstance:

1. Medical Condition OR Injury Requiring Retirement

If a gymnast is injured during training or competition and the injury forces retirement OR if a gymnast is diagnosed with a medical condition requiring retirement a request for retirement will be honoured. A medical note from the primary medical practitioner or their designate, stating the reason for retirement must accompany the request for refund.

2. Medical Condition OR Injury Requiring a Reduction in Training Hours

Long-term medical conditions or injuries may be eligible for a reduction in training hours after a minimum two month assessment period that commences when the Head Coach receives a medical note from the athletes primary medical practitioner or their designate. The program Head Coach in discussion with the family will recommend to the Executive Director the proposed training hour reduction and timeframe which will be used to calculate any reimbursement or reduction in training fees, as applicable.

3. Disruption of Services (i.e. pandemic, disaster, etc.)

Should the club experience an unplanned disruption of services that results in a significant club closure or service interruption (greater than 14 consecutive days), families may request to withdraw from the competitive season by paying a fee equal to one-month of training fees along with any previously incurred charges on their account.

PROCEDURE

1. Written notice from the parent/guardian must be provided to the program Head Coach supported by a note from the athletes primary medical practitioner or designate stating the details of the medical condition or injury.
2. After the two month injury assessment period, if there is a change to the athletes training or membership status, a *Change of Status Form* with medical notes, must be completed by the program Head Coach and submitted to the Executive Director for approval.
- 3, Families wishing to withdraw from the club due to a disruption of service must submit a letter to the Executive Director.
4. Completed Change of Status forms or letters of withdrawal received prior to the 10th of the month will be processed and training fee installments (if applicable) will be suspended or adjusted accordingly.
5. Completed Change of Status forms or letter of withdrawal received on or after the 10th of the month will be processed on the next monthly installment date.
6. Annual Club Fees are non-refundable.