



## **KIROI ACADEMY FEE POLICY**

**Review Date: January 2026**

**Approved by: Kiroi Academy Management**

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### **1. INTRODUCTION**

This Fee Policy outlines the terms, conditions and financial obligations applicable to all current and future members of **Kiroi Academy** (“the Academy”), including their parents, guardians, or any other person responsible for payment of fees.

Acceptance of enrolment at Kiroi Academy constitutes full acceptance of this Policy and all related Academy policies. This Policy applies to all billable services, levies, training fees, competition charges, and ancillary costs associated with participation in the Academy’s programs.

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### **2. STATEMENT OF PRINCIPLE**

Kiroi Academy operates is committed to providing high-quality rhythmic gymnastics training while maintaining equitable fee structures. This Policy ensures consistency, fairness, and clarity in the charging, collection, and administration of all fees.

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### **3. SCOPE**

This Policy governs all services billable by the Academy, including but not limited to:

- Training fees
  - Membership fees
  - Competition entry and levies
  - Holiday training fees
  - Private lessons
  - Choreography and music editing fees
  - Travel levies
  - Extra training sessions
  - Uniform fees
  - Any additional levies as outlined in this document
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### **4. RELATED DOCUMENTS**

- Kiroi Academy Heat Policy
- Kiroi Academy Uniform Policy
- Kiroi Academy Code of Conduct
- Kiroi Academy Fees Table
- Kiroi Academy Privacy Policy



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## 5. TRAINING FEES, OTHER FEES & LEVIES

### 5.1 Term Training Fees

Training fees are calculated based on:

- The prescribed weekly hours for each level
- The annual number of training weeks
- The Academy's fee schedule for each class or squad

Models:

- **Elite Model** (Sub-Junior, Pre-Junior, Junior, Senior): billed for **48 weeks per year**, inclusive of compulsory holiday training.
- **Standard Model** (Development, Levels 1–10): billed in accordance with Victorian Public School terms.

New gymnasts commencing mid-term are charged pro-rata at the discretion of the Academy.

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### 5.2 Membership Fee

A non-refundable **Membership Fee** is payable each term.

This fee contributes to GA and GV membership fee, insurance, First Aid supplies, and operational overheads.

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### 5.3 Gymnastics Victoria (GV) & Gymnastics Australia (GA) Registration

All gymnasts, coaches, and judges must be registered with GV and GA annually.

This fee is non-refundable and payable at the beginning of the training year.

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### 5.4 Competition Entry Fees & Academy Competition Levy

All gymnasts participating in competitions must pay:

1. The **competition entry fee** (set by the host club)
2. The **Kiroi Academy Competition Levy** (coach/judge allocation)

Registration and payment must be completed **in full** prior to participation.

Medical refunds for entry fees are only available where granted by the hosting club.

All fees must be up to date for a gymnast to represent the Academy.

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### 5.5 Travel Levy

For events requiring travel beyond 100km or interstate/national competitions, a Travel Levy applies.

Costs are calculated case-by-case, approved by management, and split equally among participating gymnasts.

Where additional costs arise post-event, adjustments may be invoiced.



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### 5.6 Costume Levy / Show Fees

If the Academy facilitates an end-of-year display or show, a one-off **Costume Levy** will be invoiced in the final quarter.

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### 5.7 Choreography Packages

Gymnasts requiring individually choreographed routines must purchase a choreography package. Choreography includes:

- Music selection
- Elements planning
- Routine construction
- One 2-hour private session
- Leotard style recommendation

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### 5.8 Ballet, Dance & Pilates Classes

The Academy may offer ballet, dance, jazz, or Pilates training for selected squads. These classes are billed at cost and invoiced per quarter.

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### 5.9 Extra Training Fees (Pre-Competition Sessions)

Coaches may offer additional training sessions leading up to competitions. These sessions are charged separately at the gymnast's standard hourly rate.

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### 5.10 Uniform Fees

- Academy leotards, training uniforms, and tracksuits must be purchased through the Academy.
- Payment must be made **prior to collection**.
- Specific uniform requirements per level/squad are outlined in the Uniform Policy.

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## 6. BILLING CYCLE

Invoices will be issued at least **one week** before classes commence. Payment is due **within 14 days** of invoice date unless otherwise specified.

Additional charges (competition, travel, choreography, holiday training, private lessons, uniform fees) appear on separate invoices.

If a gymnast attends hours beyond their regular commitment, these will be invoiced as adjustments at the current hourly rate.



## 7. PAYMENT TERMS & OVERDUE FEES

### 7.1 Accepted Methods

- Bank transfer
  - Credit card (surcharge applies)
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### 7.2 Late Payment Fees

The Academy will apply:

- **Either a 10% late fee or a \$50 late payment fee,** whichever is **applicable** based on cost recovery requirements.

Failure to pay:

- First reminder issued at Day 7
  - Second reminder issued at Day 14
  - After second reminder, training privileges are suspended until payment or an approved plan is in place.
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### 7.3 Instalments

Instalment plans may be approved **by request only**, prior to the due date. Failure to comply with instalment terms will result in full fee liability.

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### 7.4 Debt Recovery

If fees remain unpaid **30 days past due**, the account:

- Will be transferred to **debt collection**, and
- A **20% recovery fee** will be added.

Unpaid accounts will result in refusal of transfer forms and suspension of training.

### 7.5 Late Pick-Up Fee (Coach Required to Stay Beyond Scheduled Hours)

Where a parent or guardian arrives late to collect their child and a coach is required to remain on-site outside their rostered hours, a Late Pick-Up Fee will apply.

The fee is charged at:

- **\$120 per hour,**
- **pro rata,**
- **calculated in 10-minute increments.**

This fee reflects coach overtime, venue obligations, and duty-of-care requirements.

The Late Pick-Up Fee will be invoiced to the family and must be paid within standard payment timelines.

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## 8. CHANGES TO TRAINING & TERMINATION

### 8.1 Increasing Training Hours

Requests must be submitted in writing and approved by coaches and management.

### 8.2 Withdrawal / Termination

- Written notice must be provided before end of term.
  - If notice is given during term, four weeks' fees remain payable.
  - No refunds of pre-paid term fees are granted mid-term.
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## 9. MISSED TRAINING, PUBLIC HOLIDAYS, INJURY & ILLNESS

### 9.1 Missed Training

No refund, credit, or make-up class is provided for:

- Holidays
  - School camps
  - Personal commitments
  - Short-term illness (<3 weeks)
  - Gymnastics activities by personal choice
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### 9.2 Make-Up Classes

The Academy does not offer make-up classes for missed sessions under any circumstances, except where a class is formally cancelled by the Academy.

If the Academy cancels a class, a make-up class may be scheduled solely at the Academy's discretion, subject to coach availability and venue scheduling.

There is no entitlement to a make-up session, refund, or credit if:

- a make-up class cannot be scheduled,
- a gymnast is unavailable for the offered session, or
- operational constraints prevent delivery of a replacement class.

The Academy will make reasonable efforts not to cancel classes, however safeguarding, coach illness, venue safety, or force majeure may require cancellations without compensation.

Private lessons do not constitute or replace make-up classes.

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### 9.3 Injury or Illness

- Absence of **3 consecutive weeks or more** may qualify for a **50% credit**.
- A medical certificate covering the entire period is required.
- Credits are applied to the **next quarter**.



- Gymnasts **must not train at all** during the credited period; any modified training disqualifies eligibility.
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#### 9.4 Public Holidays

No training is offered on Victorian or Australian public holidays.  
No refund, discount, or make-up session applies.

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#### 10. TRANSFERS

A Gymnastics Australia Transfer Form will not be signed until **all fees are paid in full**.  
This process is managed jointly by clubs in accordance with GA regulations.

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#### 11. FORCE MAJEURE EVENTS

Training may be cancelled due to unforeseen events such as extreme heat, natural disasters, or facility damage.  
No refunds or credits apply for classes cancelled due to Force Majeure.

Refer to the Heat Policy for temperature-related procedures.

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#### 12. POLICY ACCESS

This policy will be published on the Kiroi Academy website and made available to all members upon request.

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#### 13. REFUNDS, CREDITS & FEE ADJUSTMENTS

##### General Principle

Kiroi Academy operates on a pre-committed annual training model.  
Fees secure a gymnast's place within a squad and contribute to fixed coaching, venue and operational costs.  
Accordingly, fees are generally non-refundable except as expressly provided below.

##### Non-Refundable Fees

The following fees are strictly non-refundable under any circumstances:

- Membership Fees
- Gymnastics Victoria (GV) & Gymnastics Australia (GA) Registration Fees
- Uniform Fees (once ordered or collected)
- Choreography Packages (once commenced)
- Music editing fees
- Competition Levies
- Travel Levies once bookings are confirmed
- Holiday training included within squad structure

Where third-party refunds are granted (e.g. competition entry fee refunds from host clubs), only the refunded component will be credited.

##### Withdrawal / Termination

- Written notice must be provided prior to the end of the training term.
- Withdrawal mid-quarter does not entitle a family to a refund.
- Where required notice is not provided, four weeks' fees remain payable.
- Full quarter fees apply where a gymnast retires during the training term.



### Missed Training & Extended Absences

No refund, credit or reduction applies for:

- Holidays
- School camps
- Personal commitments
- Missed sessions by choice
- Short-term illness (less than 3 consecutive weeks)
- Gymnastics-related trips or events

Extended absences of three (3) or more consecutive weeks due to injury or illness may qualify for a 50% credit only, provided:

- A medical certificate covers the entire absence period
- The gymnast does not participate in any training (including modified training)
- Written application is submitted

Credits are applied to the following training term only. No cash refunds are issued.

### Club-Cancelled Sessions

Where a session is cancelled by the Academy (excluding Force Majeure events), a make-up session may be scheduled at the Academy's discretion.

There is no entitlement to:

- Refund
- Credit
- Replacement session where operational constraints prevent delivery

### Force Majeure

No refunds or credits apply for cancellations due to:

- Extreme weather
- Venue closure
- Government directives
- Safety concerns
- Events beyond the Academy's control

### Exceptional Circumstances

In exceptional circumstances, management may consider partial credits at its sole discretion.

Any such consideration:

- Does not create precedent
- Does not waive future fee obligations

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## 14. SIBLING DISCOUNTS

### Eligibility

Sibling discounts apply where two or more immediate family members (siblings residing at the same residential address) are enrolled concurrently in Kiroi Academy term training programs.

The discount applies only while all eligible siblings remain actively enrolled.

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### Scope of Discount

**The sibling discount applies to term training fees only.**

The discount does not apply to:

- Membership Fees



- Gymnastics Australia (GA) / Gymnastics Victoria (GV) Registration Fees
  - Competition Entry Fees
  - Competition Levies
  - Travel Levies
  - Choreography Packages
  - Private Lessons
  - Holiday Programs
  - Uniforms
  - Camps or additional training sessions
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### **Application**

A 10% discount is applied to the lower-value term training fee of the enrolled siblings.

The discount is not applied retrospectively.

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### **Conditions**

All accounts must remain up to date.

The discount may be withdrawn where payment terms are breached.

The Academy reserves the right to review or amend the sibling discount policy at its discretion.

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## **15. DUAL CLUB REGISTRATION AND EXTERNAL TRAINING**

Simultaneous training at another club without prior written approval from Kiroi Academy Management is strictly prohibited.

A gymnast may be registered with two clubs only with written approval from Kiroi Academy coaches and management. Approval will be considered on a case-by-case basis, taking into account athlete welfare, training load, and competition commitments.

Any injury sustained while training outside of Kiroi Academy, including at another club or private facility, will not be accepted as a Kiroi Academy liability.

All Kiroi Academy training fees remain fully payable as invoiced. No discounts, credits, or fee reductions apply where a gymnast chooses to train at another club or reduce engagement by personal decision. The gymnast's enrolled training commitment at Kiroi Academy remains financially binding.

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## **16. STATE, NATIONAL AND INTERNATIONAL TRAVEL**

For State, National and International competitions requiring travel, the following financial principles apply:

All attending gymnasts are required to self-fund their personal travel expenses, including but not limited to flights, accommodation, transport, meals, visas and insurance.

The cost of the attending Kiroi Academy coach and/or judge (including travel, accommodation, meals and associated expenses) will be calculated and split equally among the participating gymnasts.

No cost associated with competition attendance is to be absorbed by the Academy unless expressly approved by Management.

Competition attendance without an accredited Kiroi Academy coach is not permitted under any circumstances.

Competition attendance without a judge may occur only at the discretion of Kiroi Academy Management, subject to event regulations and strategic considerations.

All travel-related costs must be paid in full prior to the event. Failure to do so may result in withdrawal from the competition.