

★ POLICIES AND PROCEDURES ★

Premier Gymnastics Academy, Inc.

Please Read Completely

- ★ **100% MONEY BACK GUARANTEE:** If after one month, you are not THRILLED and EXCITED, and if you do not agree Premier Gymnastics is simply the BEST GYMNASTICS PROGRAM AVAILABLE for your child, we will refund your tuition and deposit fees in full.
- ★ **REGISTRATION FEE and TUITION:** The registration fee is a processing fee due upon registration and renewed annually. At the time you register, you pay the registration fee, the first month's tuition, and the last month's deposit. Monthly tuition payments may be made using the following three options: 1) you may have your bank account automatically debited, 2) you may have a credit card automatically charged (additional \$2 service charge), or 3) you may pay six months tuition in advance. Using the automated methods, charges will be made to your appropriate account on the 10th of each month. Forms for each of these options are available at the front desk.
- ★ **REFUND POLICY:** There are *NO* refunds of the registration fee. Tuition payments may not be refunded after the session has begun, and deposits are non-refundable (except for our 100% first month money back guarantee). In order to have the deposit applied to the final month's tuition, a 30-day written notice must be provided.
- ★ **DROP PROCEDURE:** We require a 30-day *written* notice when dropping a class. The deposit paid will be applied to the final month's tuition. Preprinted drop forms are available at the front desk.
- ★ **RETURNED CHECK POLICY:** A fee of \$35.00 is charged on all returned checks. After notification, if there is further disregard of payment, Premier Gymnastics will file with the County Attorney's office.
- ★ **MISSED LESSONS:** A student's place is reserved for the month. Therefore, missed lessons may not be deducted from payments, nor will there be refunds for them.
- ★ **MAKE-UPS:** Because we anticipate our classes to remain full, there are no make-up lessons. We keep our classes at a very strict student-teacher ratio, and this protects the integrity of each class.
- ★ **CLASS ATTIRE:** Boys must wear gym shorts and a T-shirt that can be tucked in securely. Girls wear leotards (any color or style). No tights or jewelry are allowed. Barefeet only. Long hair should be pulled back and secured. We suggest rubber bands, no large or ornamental clips.
- ★ **PUNCTUALITY:** It is important that your child arrives on time for class. Every class begins with a warm-up period that is important and necessary for every student. It provides a physical and mental preparation for class, and when performed completely, can help prevent injuries.

A student may arrive no more than 10 minutes before class. Younger children must not arrive unattended. No under-age student is permitted to leave the building without a caretaker, parent, or guardian. Students waiting to be picked up must wait inside the building.
- ★ **OBSERVATION:** Parents, guests, and siblings are required to wait in our lobby/observation area at all times. Enrolled students *ONLY* under direct supervision of an instructor are allowed to enter the gym area
- ★ **LOST ITEMS:** Premier Gymnastics cannot be responsible for any lost items.