



## Ottawa Gymnastics Centre Registration Policies

### **Payment**

**Recreational Programs:** Payment is due in full at the time of registration. The Ottawa Gymnastics Centre will not hold spots for participants who have not paid in full.

We encourage everyone to register online using a credit card at <https://www.ottawagymnasticscentre.ca/pages/schedule/>.

However, if you are unable to pay using a credit card, we accept cash, debit, and cheque at the front desk.

**Competitive Programs:** Cash, credit card, cheque and e-transfer options are available. Please see competitive program package for more details, payments are not available online at this time for competitive programs.

### **Insurance Fee/Facility Improvement Fee**

**Recreation Programs:** 2020-2021 Season: An annual, non-refundable \$55 insurance/facility improvement fee will be applied to each participant's first registration of the season. The fee is non-refundable and valid from September 1st, 2020 to June 30th, 2021.

**Competitive Programs:** Insurances fees will vary depending on the competitive level of the athlete, please refer to the competitive program package for details. The facility improvement fee for all competitive members is \$150. Both fees are non-refundable and valid from September 1st, 2020 to June 30th, 2021.

### **Refunds/Withdrawals:**

**Recreational Programs:** Refunds can be issued for withdrawals within 48 hours of your first class. No refunds will be issued after the 48-hour window. After 48 hours, you are eligible to receive a credit to your account if you choose to withdraw. Credits have no cash value and can only be applied to future Ottawa Gymnastics Centre programs. The insurance/facility improvement fee is non-refundable.

**Competitive Programs:** Withdrawing from the competitive program may be permitted with 60-days' written notice to OGC's Assistant Director (Mike Vieira – [mvieira@ottawagymnasticscentre.ca](mailto:mvieira@ottawagymnasticscentre.ca)) and competitive program coordinator (Amanda Pepin – [WAG@ottawagymnasticscentre.ca](mailto:WAG@ottawagymnasticscentre.ca)). The gymnast will be allowed to continue training until the end of the 60-days' written notice. The Insurance/Facility Improvement fee is non-refundable. Additional withdrawal conditions for competitive athletes can be found in the competitive program package.

**All Programs:** Refunds and credits will not be given for exceptional circumstances such as power outages, weather or any other extraordinary facility closure or gym opening restrictions outside of OGC's control, **this includes any closures and restrictions related to COVID-19.**

### **Discounts**

**10% Discount Off Future Classes (Recreation):** If an individual or family enrolls in 3 classes or more in the same session they may request a credit be applied to their account for future programs at the Ottawa Gymnastics Centre. The credit will be equal to 10% of the average of the programs registered in the session. Classes must be in the same program area to receive the discount. Program areas are Recreation, Xcel March Break and Summer Camps (excluding PD or other holiday camps) and Competitive. To receive the discount members must email [admin@ottawagymnasticscentre.ca](mailto:admin@ottawagymnasticscentre.ca) upon completion of a session. OGC will verify the members program registration and apply a credit to their account which can be used for future registrations. Sessions are Winter, Spring, Summer and Fall. A member may request a discount before the end of a session under two conditions:

- a) The registration for the next session is open and;
- b) OGC will not issue credit to the account of the requesting member for any subsequent withdrawal from programs in the current session.

**Competitive Program Discounts:** The OGC offers a 10% discount to families with three or more children registered in annual programs. All three children must be in a competitive program for this discount to apply (i.e. the discount does not apply if two children are in a competitive program and one child is in a recreational program). The 10% family discount only applies to the "training fee" portion of your annual fees, not to any non-refundable amounts such as the facility improvement fee and Gymnastics Ontario insurance fee.

### **Trial Classes (Recreation only):**

Trial classes are available throughout the session, subject to availability. You must contact the office at least 24 hours prior to the class to confirm availability and register for a trial class. The cost is \$10.00 for a class lasting 1 hour or less OR \$15.00 for a class lasting 1.5 hours or more. A participant is limited to 1 trial class per session.

Trial classes are not scheduled during the 1<sup>st</sup> week of a session nor within the last 2 weeks of a session.

### **Pro-Rating (Recreation Only):**

For late registrations, the cost of a class is automatically prorated at the time of registration.

**Other:**

The Ottawa Gymnastics Centre does not keep credit card information on file for recreational programs. Participants must meet age requirement by the start date of the class.

*While we make an effort to accommodate everyone, the OGC has established standards for class size, coach qualification, and gym utilization. We do this to ensure your child's safety and to maintain the extraordinarily high quality of our programs. We recommend registering early as our classes and programs often fill quickly.*

*If you have any questions, you can reach us by phone at 613-722-8698 ext. 221 or by email at [info@ottawagymnasticscentre.ca](mailto:info@ottawagymnasticscentre.ca)*

