

GMS Gymnastics 2011-2012 Rules & Policies

Tuition

- Tuition is due by the last class of the month for the upcoming 2 months
- There will be no tuition deduction for missed classes
- There is a 10% discount off the 2nd and 3rd child. Discount taken off the lesser tuitions
- Tuition is based on 8 weeks of instruction. GMS does not charge for extra classes received throughout the year Therefore, if a student should get sick, the extra classes received within the two month period will serve as make-ups
- All Classes are charged according to the hours of attendance. All classes are charged separately
- A \$55.00 non-refundable and non-transferable registration fee is charged annually
- A \$50 non-refundable and non-transferable registration fee is collected for the 2nd students from the same family
- A \$45 non-refundable and non-transferable registration fee is collected for the 3rd and 4th students from the same family
- Annual registration fees must be paid for a child to be eligible to participate in class
- In the event that GMS has to take steps beyond invoicing to collect unpaid payments, each family will be responsible for interest at the maximum lawful rate from the due date payment, costs of collection, and reasonable attorney fees
- A valid credit card number must be on file upon enrollment. Any unpaid balances including tuition, late fees and/or other unpaid charges not paid by the 15th of the month will be charged to the credit card on file. A \$2.50 service fee for every \$50.00 will also be charged.
- Participation requires accounts to be paid in full. Families not in good standing will not participate in any classes or events held at GMS Gymnastics.

Payment

- All tuition checks must be received by the last day of the month for the upcoming 2 months
- GMS will post signs up on all three entrance doors on the 15th-31st of every month
- Please include the gymnast's name on all checks
- Tuition can be paid at the front desk or by mail. GMS accepts cash and checks (made payable to GMS)
- GMS offers an automatic tuition payment plan. Parents are responsible for all payments through the end of the school year unless proper withdrawal procedures and paperwork are completed

Late fee policy

- A \$10.00 late fee **per child** will apply for all payment received on the 1st of the month
- Late notices/invoices will be handed out/mailed to students after the 1st
- A follow up letter will be sent prior to the 2nd class
- A child will not be allowed to participate in a class if tuition is not paid after the 2nd class
- GMS reserves the right to go to its waiting list if tuition is not paid after the 15th

Withdrawal of class

- GMS reserves the right to go to its waiting list & withdraw any student who has not attended class for more than 1 month without prior notification
- GMS must be informed of any extended sickness, injury, of a student. Failure to do so will result in the student losing his/her space in the class for the next month
- A withdraw form must be filled out in order to withdraw your child from the program. Tuition will be charged until a withdraw from is on file
- All withdrawals by the 1st of the month will receive 50% refund of tuition paid. No refunds are given after the 1st

Make-up Policies

- There will be no tuition deduction for missed classes
- Tuition is based on 8 weeks of instruction. GMS does not charge for extra classes received throughout the year Therefore, if a student should get sick, the extra classes received within the two month will serve as make-ups
- There are no refunds, discounts, or pro-rates if the student is absent. Absences cannot be transferred from one month to another.
- Make-up classes are for currently enrolled students only
- Make-up classes may be arranged for extended sicknesses ONLY

Cancellation & Replacement of classes

- GMS reserves the right to cancel a class due to low enrollment
- GMS reserves the right to replace instructors for any class at any time

Return check

- There will be a \$35.00 charge for all returned checks in addition to a \$10.00 late fee per child
- A cash-only policy will go into effect for checks returned more than 2 times

Refunds

- All withdrawals by the 1st of the month will receive 50% refund of tuition paid. No refunds are given after the 1st
- The above policy is also implemented for those who have paid for four months and have received a 5% discount

Placement of students

- It is GMS's sole discretion for placement of all students
- Students must be evaluated by a Master instructor for all "by invitation only" classes
- GMS reserves the right to move a child to a higher class and vice-versa
- Students and parents will be notified of a child's placement if needed
- GMS reserves the right to cancel a student or family's membership at any time

Student/teacher ratio

- GMS makes every effort to keep our student/teacher ratio 9-1. This ratio assures individualized, quality instruction for every child

Office hours/answering machine

- Our office is open Monday-Friday from 4:00-8:00 PM and Saturdays from 9:00-1:30 (703) 369-7800

Safety

- Parents & siblings are to view from the observation areas and are not allowed on the floor or equipment
- Smoking is prohibited on the grounds of GMS
- Jewelry is strictly prohibited while performing gymnastics
- All students must be potty trained prior to registration
- Parents are not to coach their child while under the supervision of GMS staff and coaches

Incllement weather

- Please call our facility for more information regarding closings due to weather conditions. Our answering machine is on 24 hours a day (703) 369-7800
- If GMS closes due to snow, a make-up pass will be mailed to all gymnast attending on that day

Introductory fee

- A \$20.00 per hour fee will be collected for all introductory classes
- Guests must call ahead for availability of classes
- A guest pass may be obtained by an enrolled student to give to a friend

Attire

- Hair must be tied back or out of the gymnast's face at all times
- Girls must be in a leotard with shorts or shirt if preferred. Boys must be in T-shirts and shorts at all times
- Absolutely no jeans or jewelry are allowed

Lost & Found

- Clothes that are found will be placed in a bin in the gym
- GMS is not responsible for lost or stolen items
- All items found will be donated to the Thrift Shop (across the street) every 2-3 months

Responsibility of students after class

- GMS does not provide a baby-sitting service after class time
- Students must be picked up on time. A one time warning will be issued to parents who fail to be on time. A \$25 fee will be charged after the 1st warning for all children picked up 10 minutes after class. Students are not to wait outside for their ride. The last GMS class will be dismissed at 8:30 PM

2011-2012 Closings

- September 5, 2011 (Labor Day)
- October 31, 2011 (Halloween)
- November 24 -27, 2011 (Thanksgiving Holiday)
- December 24 -Jan 1, 2012 (Christmas Holiday)
- April 6-8, 2012 (Easter)
- May 26-28, 2012 (Memorial Day)
- July 4, 2012 (Independence Day)
- July 23 -July 31, 2012 (Summer Break)
- September 1 - Sept 3, 2012 (Summer Cleaning/Closing)

Questions & Concerns

- All questions regarding payment status should be addressed to the office 703-369-7800.
- Mrs. Shirin Youssefi (GMS Head Program Director) 703-369-7800
- Azin Youssefi (Pre-team & Team Program Director) 703-369-7800
- Parviz & Arousha Youssefi (SMI Program Directors) 703-392-5055
- Kamran Manafi (Minds In Motion Academy Director) 704-932-5772

