

## AAG Gymnastics Program

# Booking & Payment Information



### How do I Enrol or make a Booking?

#### Step 1. Check when enrolment time commences.

Please check our annual calendar for all term program, holiday program and competition squad program date ranges/timelines. This will indicate when we have our priority booking times for current members. A two week window is provided for those that want to re-enrol for the same class position for the term ahead, after this time a further two week window is provided for current members wishing to change class, time or day. After the re-enrolment month has ended, enrolments are open to any new clientele that may wish to join the program. Please ensure you are familiar with our calendar and enrolment weeks to avoid disappointment when classes fill up. Some class sessions typically book out early. Our Calendar is available on our website.

#### Step 2. Complete the entirety of the program booking form.

There are separate booking forms for Gymnastics class enrolments, Holiday program registrations, Birthday parties. All of which are available on our website to download and print. Please ensure all areas of the forms are completed thoroughly and clearly.

#### Step 3. Payment secures your booking. Check what payment method works for you.

Payments can be made in person or over phone during our open reception hours. Payments can be made with Cash, Card or via a Direct Bank Transfer. Our reception is now only open for a limited set of hours due to staff shortages, and so bank transfers may be more convenient at this time. Only a FULL UPFRONT payment secures a position in a class. Payments will need to accompany submission or booking/enrolment forms.

NB: All Recreational term gymnastics programs MUST have current term fees fully paid by the end of week 5, in order to be eligible to re-book for the new term ahead when re-enrolments open for week 6. Competition squad members MUST have all current term fees by the end of the last week of each term. A payment plan can be discussed and agreed upon with management for those that need it squads.

#### Step 4. Payment Receipts and Statements.

Receipts can be emailed on request or provided at reception. Statements will be sent out via email periodically for all squad members and updated and amended as necessary. Statements will be emailed out to collect/resolve

### EFT Payment Information:

#### Please see our details below for making payments via Direct Bank Transfer

NB: When booking via email, a copy of the EFT transaction receipt must accompany the enrolment form in your email booking to us. Please ensure that you use your child's full name/s so that we can match this up accurately. Simply take a screen shot or photo and attach to your email). Please remember to email/attach your **Active Kids Voucher/s** also and deduct \$100 from your payment. Please check to ensure it is still valid before sending through. Please confirm your child's DOB in the email too please.  
**EMAIL TO: [admin@aagymnastics.net.au](mailto:admin@aagymnastics.net.au)**

**EFT Details:** When paying by Direct Bank Transfer please include your child's full name in the description.  
**Commonwealth Bank—Australian Academy of Gymnastics**

**BSB: 062116 Account: 00126085**

### Reception Hours:

**Monday, Wednesday, and Friday morning (9:30-11:30am) and Saturdays (9-12midday).**

### Contact Details:

Address: **1 Knox Street, Belmore, NSW 2192**

Phone: **02 9759 2017**

Email: **[admin@aagymnastics.net.au](mailto:admin@aagymnastics.net.au)**

Website: **[www.aagymnastics.net.au](http://www.aagymnastics.net.au)**