



# Raffles Gymnastics Academy

*driven by passion*

## Terms & Conditions

### Programmes & Make-up Classes

- Each term runs for 10 weeks
- No make-up classes for Public Holidays
- If a class needs to be cancelled, RGA will advise and offer a make-up class.
- Each student is entitled to one make-up class per term (**except high performance students training 12 hours and above**). If students wish to attend more than one make-up class, simply pay another S\$10.00 per class to do so.
- RGA will make every effort to accommodate make-up class requested, subject to availability.
- **No refund will be given for pupils unable to attend the make-up class.**
- Pupils absent at scheduled make-up class will not be allocated another one. All make-up classes will be held in the current term, except when classes are missed in the last week of the term.
- **Changes made to a scheduled class during the term are subject to class availability. Each change will be charged an admin fee of \$25.00**

### Fee & Payment Schedule

- One-time membership fee of S\$100.00 is payable and non-refundable. One-time membership fee of S\$75.00 and S\$50.00 is payable for additional 1<sup>st</sup> and 2<sup>nd</sup> sibling respectively.
- Membership is considered to have lapsed if the student has confirmed withdrawal, or has not registered for classes for more than two terms. A S\$25.00 administrative fee is applicable for re-registration within one year of the student's last session; a fee of S\$50.00 is applicable for re-registration after a year has elapsed.
- Pro-rating of fee is allowed only for pupils who join the term late, and is applicable only on the following term's fee. A full term's fee is payable upon registration.
- Course fee is non-refundable and non-transferable.
- Early bird fee applies only to existing pupils only if payment is made on or by Week 7 of the current term.
- Fees for the following term are due on Week 10 of the current term to retain the student's place in class. If payment is made on or after commencement of a new term, a late fee of S\$25.00 will be applied.
- Sibling discounts of 10% and 20% will be given to additional 1<sup>st</sup> and 2<sup>nd</sup> sibling respectively. The lowest fee will apply. (Sibling discounts will not be applied to additional lessons.)
- For discounts under Family Packages, please enquire at our front desk.
- Long Vacation Packages and Holiday Packages are available to cater to terms in which you/your child will be away for a number of weeks. Such arrangements and payment are to be made before the term begins. Please enquire at our front desk for details and terms.
- For cases of withdrawal, please obtain and complete a withdrawal form from our front desk.

Raffles Gymnastics Academy (S) Pte Ltd

(The Salvation Army Sports Centre) 500 Upper Bukit Timah Road, Singapore 678106

Tel: (65) 6838 4288 Fax: (65) 6767 4288

W: [www.rafflesgymnastics.com](http://www.rafflesgymnastics.com) E: [enquiries@rafflesgymnastics.com](mailto:enquiries@rafflesgymnastics.com)

- **\*For Recreational classes only:**
- \*A 25%, 30% and 40% discount off the respective course fee will be given to pupils who attend the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> lessons in a week.
- **\*\*For Pre-Competitive / High Performance classes only:**
- \*\*Pupils are allowed to register with **one club only**. Competitive programmes are subsidized. As a commitment, a S\$500.00 refundable deposit is payable. For cases of withdrawal, 2 months written notice is required; otherwise, half a term's fee will be charged and deposit forfeited. Please obtain and complete a withdrawal form from our front desk.

**Payment Methods:**

- Cash
- Crossed cheque addressed to: **Raffles Gymnastics Academy (S) Pte Ltd**. Please write the child's name, parent's name and contact number on the back of the cheque.
- In order to save the earth and join the energy saving campaign, receipts will only be issued for payments made via cash.
- RGA reserves the right to amend this policy without prior notice.

**Acknowledged by Parent/ Guardian/ Student (18 years & above only):**

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