



Raffles Gymnastics Academy

driven by passion

Terms & Conditions for Recreational Programmes

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.
- Students are entitled to one make-up class per term. 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 administrative fee of S\$30.00.
- RGA reserves the right to assign different coaches to a class anytime throughout the year when coaches are not able to make it for their regular classes due to unforeseen circumstances.

Fee & Payment Schedule

- Students are invited to attend a trial class if he/she has no previous experience.
- Trial classes are at S\$85.00 which will be deductible from the course fee upon completion of registration and full payment within one week from the trial class date.
- 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 1st and 2nd 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\$30.00 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 students who join after a new term has started, and is applicable only on the following term's fee. A full term's fee must be paid upon registration.
- Course fee is non-refundable and non-transferable.
- Early bird fee applies only to existing students if payment is made on or before 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\$30.00 will be charged.
- A 25%, 30% and 40% discount off the respective course fee will be given to students who attend additional lessons i.e. 2nd, 3rd and 4th lessons in a week.
- Sibling discounts of 10% and 20% will be given to additional 1st and 2nd sibling respectively. The lowest fee will apply. Sibling discounts is not applicable to additional lessons.
- Family discounts of 5% will be given to student's spouse and children. The lowest fee will apply. Only one discount is applicable at a time i.e. sibling discount and family discount cannot be used together for the same student.
- 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.
- For cases of withdrawal, please obtain and complete a withdrawal form from our front desk before the terms ends.

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.

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 E: enquiries@rafflesgymnastics.com



Raffles Gymnastics Academy

driven by passion

- Fund Transfer (please indicate your **child's name** in the payment details):

Transferring from an OCBC account

Bank Name OCBC Limited
Account No. 5287 3835 4001 (SGD)

Transferring from other bank accounts

Bank Code 7339
Branch Ang Mo Kio Central Branch
Branch Code 528
Account No. 7 3835 4001

- NETS (only applicable for payments S\$10.00 and above)
- RGA reserves the right to amend this policy without prior notice.

Personal Data Protection Act (PDPA)

- The privacy of students' personal data is important to RGA and we are committed to accord the information the due level of care presented in this statement and consistent with the PDPA 2012.
- 1. Students' personal data will be used for the following:
 - o Identity check and responding to any inquiries
 - o Communicating on service follow up and feedback investigation
 - o Coaching employees for service improvement
- 2. Disclosure of personal data:
 - o We may disclose students' personal particulars to the emergency services, government authorities and relevant parties, in compliance with statutory regulations, establishing legal claims, and to the Banks or its agent relating to payment services.
- 3. Rights of access and correction
 - o Students/ students' guardians may request in person for access to their personal information. If there is any need to update or revise personal data, students/ students' guardians can do so with their identity card at out front desk or write in to us with document proof.
- 4. Photographs and video recording
 - o RGA's premises are protected by closed-circuit television for the purposes of crime prevention and safety.
 - o During events such as competitions, open house, birthday parties etc, photographs and videos may be taken for publicity purposes. Students' presence at such an event is deemed as consent to being photographed
 - o If students' do not wish to have their photographs taken, simply inform our front desk to make the necessary arrangements.
- 5. Withdrawal of consent
 - o Withdrawal of consent should be made formally in person with students' identity card at the front desk or write in to us with document proof. Whilst we respect students' decision to withdraw their consent, this will restrict our ability to provide students with our continued service.
- By signing this terms and conditions form, students/ students' guardians agree that RGA may collect, use and disclose students' personal data as provided in the application form, or (if applicable) as obtained by RGA as a result of students' membership, for the following purposes in accordance with the Personal Data Protection Act 2012.

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

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 E: enquiries@rafflesgymnastics.com



Raffles Gymnastics Academy

driven by passion

Terms & Conditions for Pre-competitive & High Performance classes

Programmes & Make-up Classes

- Each term runs for 10 weeks
- RGA reserves the right to assign different coaches to a class anytime throughout the year when coaches are not able to make it for their regular classes due to unforeseen circumstances.
- No make-up classes for Public Holidays
- If a class needs to be cancelled, RGA will advise and offer a make-up class.
- For students training 9 hours and below, make-up classes are offered based on the number of hours trained in a week. Refer to the respective make-up entitlements on the price list.
- 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 \$30.00.
- RGA reserves the right to assign different coaches to a class anytime throughout the year when coaches are not able to make it for their regular classes due to unforeseen circumstances.

Fee & Payment Schedule

- Students are invited to attend a trial class if he/she has no previous experience.
- Trial classes are at S\$98.00 which will be deductible from the course fee upon completion of registration and full payment within one week from the trial class date.
- 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 1st and 2nd 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 students who join after a new term has started, and is applicable only on the following term's fee. A full term's fee must be paid upon registration.
- Course fee is non-refundable and non-transferable.
- Early bird fee applies only to existing students if payment is made on or before 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\$30.00 will be charged.
- Sibling discounts of 10% will be given for sibling in the recreational programme; and 5% will be given to sibling in the pre-competitive/ high performance programme. The lowest fee will apply. Sibling discounts is not applicable to additional lessons.
- Family discounts of 5% will be given to student's spouse and children. The lowest fee will apply. Only one discount is applicable at a time i.e. sibling discount and family discount cannot be used together for the same student.
- 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.
- **Pupils are allowed to register with **one club only**. Pre-competitive/ High performance programmes are subsidised. As a commitment, a S\$500.00 refundable deposit is payable.
- For cases of withdrawal, 2 months paid and 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.

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 E: enquiries@rafflesgymnastics.com



Raffles Gymnastics Academy

driven by passion

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.
- Fund Transfer (please indicate your **child's name** in the payment details):
 - Transferring from an OCBC account**
 - Bank Name OCBC Limited
 - Account No. 5287 3835 4001 (SGD)

 - Transferring from other bank accounts**
 - Bank Code 7339
 - Branch Ang Mo Kio Central Branch
 - Branch Code 528
 - Account No. 7 3835 4001
- NETS (only applicable for payments S\$10.00 and above)
- RGA reserves the right to amend this policy without prior notice.

Personal Data Protection Act (PDPA)

- The privacy of students' personal data is important to RGA and we are committed to accord the information the due level of care presented in this statement and consistent with the PDPA 2012.
- 1. Students' personal data will be used for the following:
 - o Identity check and responding to any inquiries
 - o Communicating on service follow up and feedback investigation
 - o Coaching employees for service improvement
- 2. Disclosure of personal data:
 - o We may disclose students' personal particulars to the emergency services, government authorities and relevant parties, in compliance with statutory regulations, establishing legal claims, and to the Banks or its agent relating to payment services.
- 3. Rights of access and correction
 - o Students/ students' guardians may request in person for access to their personal information. If there is any need to update or revise personal data, students/ students' guardians can do so with their identity card at our front desk or write in to us with document proof.
- 4. Photographs and video recording
 - o RGA's premises are protected by closed-circuit television for the purposes of crime prevention and safety.
 - o During events such as competitions, open house, birthday parties etc, photographs and videos may be taken for publicity purposes. Students' presence at such an event is deemed as consent to being photographed
 - o If students' do not wish to have their photographs taken, simply inform our front desk to make the necessary arrangements.
- 5. Withdrawal of consent
 - o Withdrawal of consent should be made formally in person with students' identity card at the front desk or write in to us with document proof. Whilst we respect students' decision to withdraw their consent, this will restrict our ability to provide students with our continued service.
- By signing this terms and conditions form, students/ students' guardians agree that RGA may collect, use and disclose students' personal data as provided in the application form, or (if applicable) as obtained by RGA as a result of students' membership, for the following purposes in accordance with the Personal Data Protection Act 2012.

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

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 E: enquiries@rafflesgymnastics.com