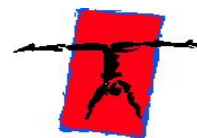


# Cotswold Gymnastics Club



## Fees Collection Process

1. You should receive your fees letter before the start of each term fees – if it hasn't arrived by the time gym starts then please let Pip Pembroke know via email or phone
2. Send your first payment or full amount due to the membership secretary within 4 weeks of the start of term. Your second payment should be sent within 10 weeks of the start of term. The actual deadlines will be specified in your fees letter.
3. What happens if I don't pay on time?
  - a. You'll incur an additional £5 admin fee on your account each time a payment is late
  - b. You'll be reminded either via coaches in gym or by email that payment is overdue
  - c. If you haven't sent in your payment within 7 days then you will get a letter reminding you that the fee is overdue
  - d. If none of this prompts you to pay for the gym sessions that your child attends and payment hasn't been made within 7 days of receiving the above letter, then your child will have to sit out until payment has been received.
4. We require half a term's notice if your child is going to leave

Above all, please keep us informed. Letters and cheques can go astray in the post and we understand that sometimes paperwork can get lost in the pile of 'things to sort out'. We also understand that some parents will have difficulties in paying fees in 1 or 2 big amounts and can arrange for more frequent payments if it suits you.

**Membership secretary – Pip Pembroke**  
**[membership@cotswoldgymnastics.co.uk](mailto:membership@cotswoldgymnastics.co.uk)**  
**01285 652258 (after 6pm)**