



ABN: 47 109 664 569

Policy	Make up Class Policy
Date of Issue	1st July 2010
Policy Coverage	AGDA Management and Operations.
Date of Review	June 2011
Controlling Body	Owner/Manager

1. Policy

Australasian Gymnastics & Dance Academy (AGDA) is a registered gymsport and dance Academy operating in Burpengary Queensland. Information can be obtained from the website: www.agymda.com.au. The following policy outlines the guidelines under which AGDA operates in relation to Make up classes for classes unattended.

As outlined in AGDA's *Fees and Payment Policy*, Section 4. Term (Session) Fees, fees are determined on a term basis at a rate determined and set at the commencement of each calendar year. Pro rata rates are available when joining mid way through a term, however, this is determined at the time of registration.

Your tuition pays for a class spot. REGARDLESS OF ATTENDANCE. However, as a courtesy AGDA offers make-ups when doing so does not jeopardize the safety or integrity of the class. Hence, make-up procedures vary program to program, depending on safety concerns, space, equipment, and teaching ratios. AGDA's competitive programs are conducted at a reduced hourly rate due to the increased number of hours of attendance per week. Henceforth, it is not feasible nor economical to provide make up classes for these programs.

In the event of long term illness or injury a written letter outlining the circumstances and supported with evidence, will be required to be provided to management for consideration for a relaxation of the terms and conditions of this policy. Each case will be considered and an outcome determined by management, based on its individual circumstances.

Make ups are a privilege. AGDA reserves the right to refuse to offer a make-up, if it is thought it will affect safety or lessen the experience of those children who have registered for and paid for that class.

2. Procedures

PROGRAM	Make ups	Procedures
<ul style="list-style-type: none">• Kindygyim• P2P• Dance• Trampoline (Recreational)	Limit 2 makeup per term	Make-ups are limited and must be scheduled in ADVANCE through administration. Spaces are limited and only available in classes with vacancies.
<ul style="list-style-type: none">• WAG competitive	Nil available	
<ul style="list-style-type: none">• MAG competitive	Nil available	
<ul style="list-style-type: none">• Trampoline competitive	Nil available	

3. TERMS

- All absences must be made up in the same term.
- Only 2 make up sessions are permitted per term. The exception to this is a make up class for Public holidays.
- Make up sessions must be arranged and scheduled prior to 24 hours in advance with administration.
- Administration reserves the right to refuse a makeup if it is thought unviable or unsafe.
- As spaces are limited in some classes, make up can only be arranged in classes with vacancies and for safety reasons can only be at the same level of participation.
- Make up classes are unavailable for competitive programs.

Signed:

Karen Eckel

Manager/Owner

Australasian Gymnastics & Dance Academy