

Fee Adjustment Form

ACADEMY
OF SWIMMING

**Please complete this stop training form and scan/email to your chosen Academy of Swimming
malvern@academyofswimming.com.au OR gleneira@academyofswimming.com.au**

Family Name _____ Parent / Guardian Name _____

Email _____

Phone _____

Please "tick" your Academy of Swimming location

Malvern Academy of Swimming (Harold Holt)

Glen Eira Academy of Swimming (GESAC)

Fee adjustment policy

Swimmers training 3 or more sessions a week may apply for a partial squad fee adjustment if absent from training for at least three or more consecutive weeks, and have not applied for an adjustment in the past six months. Members who train once a week and members that don't qualify for a fee adjustment can simply make up missed classes over the following 60 days. Membership must remain current while making up missed sessions. As an allowance is made for prescribed breaks in fee calculation, program break periods cannot be included in the minimum three week consecutive weeks absence required for a fee reduction. Applications must be received no later than 7 days after the period of absence. In order to offer you the convenience of our flexible program, we require notice by the 15th of the month with a completed "fee adjustment form" via email. If we require a "fee adjustment form" after the 15th of the month, the upcoming direct debit will take place as normal and the following direct debit will be adjusted. Please note that no refunds will be provided.

Fees may be reduced where a member:

- Illness/injury in an inability to train for a minimum of three consecutive weeks (medical certificate required)
- Traveling overseas for a minimum of three consecutive weeks

Period of absence	Adjustment amount
Less than 3 consecutive weeks	No adjustment will apply and swimmers may attend make up classes within 60 days
3 to 10 consecutive weeks	Fees reduced by \$15 a week absent (pro rata)
11 + consecutive weeks	Fees are placed on hold for given period and swimmer remains position in program

1) Have you completed a fee adjustment form in the past 6 months?

No – continue to question 2

Yes – An application for can only be made once every six months

2) What is the date of the first session you were/will be absent?

____ / ____ / ____

3) What was/will be the date of your return?

____ / ____ / ____

4) How many weeks have/will you be absent in total?

(please note: fees are already adjusted within non training periods)

5) Child's name:

NOTE: This form be returned prior to the 15th of month in order for the adjustment to be made to the upcoming month's fee.

Signature of Parent / Guardian: [or swimmer if aged 18 years or over]

X

Signature of Parent / Guardian

Date

* Please note no adjustment is available for Glen Eira Academy of Swimming members in July, August and September due to the discount already provided.

* No adjustment is provided in a non-training week

* Swimmers who swim once a week are able to makeup sessions within 3 months (no fee adjustment is available)