### **Terms & Conditions**

## **Purpose**

The purpose of this policy is to outline Coaching, Cardio Tennis & Competition policies including terms of payment.

## Scope

This policy applies to players & students enrolled in Junior & Adult Coaching Programs, Cardio Tennis & Competitions with Cagney Tennis Academy.

## **Coaching Term Fees**

Coaching programs are run in line with NSW State school terms & fees are charged for the full term (staff development days will be included as a regular coaching day). An invoice will be provided to each student via email. Payment of term fees in full is due within 4 weeks from the commencement of term. If any balance is outstanding after 4 weeks, an administration fee of \$15 will be charged. Students can enrol after the start of term with fees adjusted accordingly on a pro rata basis.

For extenuating circumstances, we may be contacted to establish alternate payment terms.

Payment can be made by any of the following methods:

- 1. In person via cash or cheque
- 2. Direct bank transfer (banking details are provided on the invoice)

# **Missed Lessons**

In the event a lesson is missed, (includes all Junior Coaching, Cardio Tennis & Adult Classes) for whatever reason, you are welcome to attend a make-up lesson at another time at any of our centres throughout the term providing there are positions available in a suitable class. Missed lessons must be made up in the same term in which they occur. Fees will not be discounted or reduced for missed lessons. Contact us to organise a suitable day and time.

Please do not leave your catchup lessons until week 10 of the term, and then try to catch them all up in a week, as we simply do not have enough availability. Please catch them up as you go, as they get missed.

#### Wet Weather

In the event of rain, please check with us to see if Coaching, Cardio Tennis and / or Comp will be going ahead. Wet weather notifications are posted on our Facebook & Instagram pages & on our website home page at <a href="https://www.cagneytennisacademy.com.au">www.cagneytennisacademy.com.au</a>

**PLEASE NOTE:** We are often on the court coaching at some centres and can be washed out at other centres depending on where / how much it is raining, so we cannot answer phone calls or text / social media messages.

All juniors & adults enrolled in our coaching programs are entitled to wet weather makeup lessons which <u>must be taken within the term in which they occur</u>. Please contact us to organise a suitable time. Fees will not be discounted or reduced as a result of wet weather.

Please do not leave your catchup lessons until week 10 of the term, and then try to catch them all up in a week, as we simply do not have enough availability. Please catch them up as you go, as they get missed.

#### **Hot Weather**

With the Australian climate the way it is, there will be the occasional really hot day during the summer period. As everybody's tolerance to heat is different, Coaching & Comp will be on & students enrolled in our coaching programs will not be entitled to a makeup lesson due to heat.

#### **Private Lessons**

Private lessons are organised at a suitable time for both Player and Coach. Payment is due prior to commencement of the lesson.

For private lessons booked & paid for during peak coaching times Monday to Friday 3:15-8:30pm & Saturday morning 7am-12pm, customers will need to reschedule any lessons missed due to rain, illness or any other reason.

If a Player is unable to attend a lesson, we must be contacted with NO LESS than 8 hours notice, or the invoice will still be sent and payment required.

# **Competitions**

Full payment for competitions conducted during each term is due in full by the second week of play.

Please note that **NO REFUNDS** will be issued for players withdrawing from a competition once the draw has been made. If a player withdraws after the draw is complete, it can often cause a re-draw & more than several hours work, as well as inconveniencing the rest of the participants in the competition.

## **Breach of Payment Terms**

Further action will be taken to recover outstanding amounts. Any legal costs and / or costs for extra services involved in recovering outstanding fees will be charged to the account.

## **Consultation and Advice**

This policy has been developed to provide guidance for Cagney Tennis Academy customers. Kindly contact us on 0477 703 230 or at <a href="mailto:derek@cagneytennisacademy.com">derek@cagneytennisacademy.com</a> if you require any further clarification.