

EncoreGym Policies & Tuition

Payment

- Billing is automatic. Your card on file will be charged each month beginning on the **26th for the upcoming month's tuition**. Tuition and fees are not refundable.
- Payments by any other method must be received by the **24th of the month**.
- If you pay your balance in full by cash or alternate credit card before the billing date your card will not be charged. Personal checks are not accepted.
- All class months will have 4 weeks, unless otherwise specified by our **Holiday & Session Calendar**.
- You may begin new classes at any time, and tuition will be prorated for the remainder of that month.

Absences

- For each eligible absence, a make-up class will be placed on your child's record. Eligible absences are absences that are reported before 9am on the day of your class.
- Make-up classes are subject to availability, based on absences that have been called in by other students' families.
- To report your absence call the main line at (925) 932-1033 and press 1 for the absence line.
- You can also submit your absence notification via webform. The link may be found on the front page of our website.
- The student must be actively enrolled in order to schedule or attend make-up classes.

Dropping

- If you wish to discontinue class(es) for any reason, you must submit advance written notice of intention to withdraw. (Important note: verbal notice is not accepted.) Written notice must be received **by the 24th** of the month prior in order to remove you from class and from our AUTOPAY system before the next month's tuition is debited. Drop Notices may be obtained at the front desk as well as online. Withdrawal notices received after the 24th of the month will be subject to a minimum \$20 processing fee.
- **Any outstanding balance or charges must be paid in full at time of submission of drop notice.**
- No late withdrawal requests will be accepted, nor credit granted, for past or same-day classes.

Online Account/Parent Portal

- Login online with the email address you have on file with us! You can update your credit card, check out your students progress, track your make-ups, plus so much more! Visit **EncoreGym.com** and click on **Parent Portal**.

Registration and Fees

- Annual Registration Fee: \$30 per student/\$50 per family
- Membership is conferred upon payment of annual registration, and must be current in order to attend classes or to take private lessons.
- Rates are subject to change without notice. Contact our front desk for current rates.
- See Dance Class schedule for dance tuition rates.
- Listed rates are per 4-week cycle, 1 class weekly.
- Third (and more) sibling discounts available.
- Discounts available to students enrolled in more than one class per week. Please ask for details.

Gymnastics Tuition Rates by Class Duration				
<i>Duration</i>	45 min	50 min	1h 20m	1h 50m
<i>Tuition</i>	\$88.20	\$96.32	\$136.08	\$163.52