



CRUCES GYMNASTICS ACADEMY, INC.

Mailing address:

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CGA Payment and Class Withdrawal Policies

For students currently enrolled in monthly gymnastics classes, billing occurs automatically on the first of each calendar month. Checking the box below indicates that you understand our payment and withdrawal policies, and you agree to pay for the monthly billed tuition.

Withdrawal: To withdraw your child from classes, please notify CGA **via email NO LATER THAN the 25th of the month PRIOR to the next billing month.** If notification is not received prior to the 25th, you may still be responsible for any charges incurred. Email must be sent to cgagymmanager@gmail.com.

Annual closures: CGA is closed for two weeks over the Christmas holiday, one week in the spring, and one week at the end of the summer. Monthly tuition cost already takes these closures into account, and, therefore, tuition is not prorated during these closures. Additional closures due to holidays and special events occasionally occur; in these cases, gymnasts will be encouraged to attend a makeup class.

Absences: Tuition will not be waived or prorated for absences from scheduled class. If your child cannot attend classes because he or she is under a doctor's care, please notify us with a written doctor's recommendation prior to any missed classes; tuition **may** be eligible for prorating on a case-by-case basis.

Temporary withdrawal: If your gymnast plans to miss at least a month of class (ex: over the summer), you can choose to withdraw the student, following the notification guidelines above. Unfortunately, CGA cannot guarantee that your child's spot will still be open when you are ready to return, but we will do our best to accommodate you and your gymnast with any existing class openings. The annual registration fee will **not** be charged a second time after a temporary withdrawal, unless a full year has passed since the student's annual registration fee was paid.