

Recreational Gymnastics Notice of Withdrawal Policy (2026/2027)

This policy is designed to help maintain the quality of our recreational programming, support appropriate athlete-to-coach ratios, and allow West Wind Gymnastics Club to effectively plan staffing, coaching, and class availability throughout the year.

Families wishing to withdraw from a recreational gymnastics program are required to submit a completed Notice of Withdrawal Form, available in the footer of our website @ www.westwindgym.com.

West Wind Gymnastics Club requires 30 days' notice for all recreational program withdrawals. As a courtesy to families, we offer a 5-day grace period at the beginning of each month. Withdrawal requests submitted on or before the 5th of the month will be processed for the end of that same month.

Withdrawal requests submitted on or after the 6th of the month will be processed for the end of the following month, and the following month's tuition will apply.

To ensure withdrawal requests are properly received and processed, all recreational program withdrawals must be submitted through the official Notice of Withdrawal Form. Requests submitted by email, phone, verbal conversation, or social media message will not be accepted. Once the form has been received, your athlete's future unenrollment will be scheduled according to the timelines outlined above.

Athletes will remain enrolled in their classes throughout the notice period and are welcome to continue attending all scheduled classes during this time.

Please note that West Wind Gymnastics Club does not offer partial-month withdrawals or prorated tuition.

Examples:

- Notice submitted April 5th - withdrawal effective April 30th
- Notice submitted April 6th - withdrawal effective May 31st

Annual members who have signed a 12-month commitment contract receive a \$30 monthly discount on their class tuition. If you are an Annual Member and choose to withdraw from the program before your 12-month commitment is complete, the same withdrawal policy will apply. In addition, you will be responsible for repaying the total discount received during your membership term. For example, if you withdraw after 4 months of being an Annual Member, you would owe back \$120 in discounts received ($\$30 \times 4$ months).

The completion of an Annual Membership term does not automatically result in a withdrawal from the program. At the end of the 12-month term, your athlete will remain enrolled in their class and continue at the current general monthly rate unless a withdrawal request is submitted or the Annual Membership is renewed. Prior to your Annual Membership expiration, our staff will reach out to confirm whether you would like to renew your Annual Membership or submit notice to withdraw from the program.

Competitive program withdrawals are governed under separate program policies and procedures.

If you have any questions or require assistance with the withdrawal process, please do not hesitate to ask us!