



Policies and Procedures

Virginia Techniques' tuition-based programs operate year-round and are auto-debited monthly with NO long-term commitment.

ENROLLMENT: Enroll online using any major credit or debit card. Subsequent tuition payments will be paid automatically via direct debit on the 25th day of each preceding month.

To unenroll provide your unenroll date in writing by email before the 24th of the month to avoid next month's tuition payment. No refunds for unused tuition. No credits or refunds for past missed classes. To un-enroll please email office@vatechniques.com

PAYMENT: Payment will be made via auto pay on the 25th the month prior for all balances due on or before the 1st of the following month.

Alternative Payment Method: To opt out of direct debit, simply pay your tuition in person or over the phone any time BEFORE the 25th of the month. Checks are payable to Virginia Techniques Gymnastics. A \$25 fee will be charged for all checks and payments returned for non-sufficient funds or other reasons.

Non-Payment: If tuition is not paid by the 28th of each month, your student will be dropped from his/her class on the first of the next month.

100% Tuition Back Guarantee: For a student's first enrollment, VTGI will happily refund 100% of your first month's tuition and membership fee should you not be completely delighted with your VTGI experience. Requests must be made within 30 days of the first class.

Prorated Tuition: Tuition will NOT be prorated for students missing class for illness, other activities, or dropping class in the middle of the month. Tuition will be prorated only for new students registering for class in the middle of the month.

Makeups for missed classes due to illness, travel, etc.:

- *Are contingent on class availability and are not guaranteed*
- *Student must be actively enrolled to schedule and attend a make-up*
- *Expire 12 weeks after missed class date*
- *May be scheduled within 7 days of desired make up date*
- *May be scheduled one per student, per program at a time*
- *No credit or refund for missed classes*
- *Open gym passes may be substituted for makeups*

Gym Closures: Monthly Tuition is budgeted for 4 weeks of class per month. Some months students will have 5 classes. The 5th class will replace short months due to holiday breaks and scheduled closures. Credits are not offered for shorter months as all months even out to 4 classes.

Membership Fee: A \$39 annual family membership is required for all families enrolled in monthly classes at Virginia Techniques. This non-refundable fee is renewable each year on your anniversary month.

Questions: Call 540-381-5151 or email office@vatechniques.com