

REGISTRATION INFORMATION:

Registration for the 2023-2024 School Year Begins for all customers

THURSDAY July 20th at 8am.

PAYMENT FOR THE 1st MONTH MUST BE MADE IN FULL TO SECURE YOUR SPOT IN CLASS. DUE TO HIGH DEMAND, ALL ENROLLMENTS ARE NON-REFUNDABLE FOR THE 1st Month. If you sign up for the wrong class, you should go in and enroll in the class you wish to take and request a drop for the class you don't want. YOU WILL BE CHARGED FOR SEPTEMBER FOR BOTH CLASSES. Please be sure to enroll in the class you wish to be in.

THERE IS AN ANNUAL \$20.00 REGISTRATION FEE. IT IS GOOD FOR ONE FULL CALENDAR YEAR FROM THE DATE OF THE 1st PAYMENT.

Once you are registered you will automatically remain in the class that you chose for the remainder of the school year; OR until your child completes a level and you request to transfer to the next level class; OR you request to drop your enrollment. **ALL DROP REQUESTS MUST BE SUBMITTED BY THE 20th OF THE MONTH, TO BE EFFECTIVE BY THE 1st OF THE NEXT MONTH. THIS DROP REQUIREMENT IS NOT VALID FOR AUGUST 20th BECAUSE SEPTEMBER IS NON-REFUNDABLE.** The first DROP you can submit would be SEPTEMBER 20th 2023. If you choose to stay enrolled for the duration of the school year, your registration for the School Year Class Schedule will automatically end June 8th 2024.

Enrolling in a WAITLISTED CLASS requires the customer to add the WAITLIST enrollment into their cart and CHECK-OUT. You will not be charged to hold a spot on the waitlist. If you don't finish the check-out process the item in your cart will be removed, and your spot on the waitlist will not process. Do not be discouraged if you want to sign up for a class that is waitlisted. We schedule classes knowing that we will need to double them based on popularity. Simply click on the waitlisted class add it to your cart and checkout. (You will not be charged!) All waitlists will be contacted via email when a class is doubled or if a new class is added. You will have one week to respond to the waitlist email notification. If we do not hear from you in that time, the waitlist spot will be opened to the next person on the list.

ONLINE REGISTRATION PROCESS:

*****IMPORTANT NOTE FOR ALL CUSTOMERS: IF YOU CLICKED UNSUBSCRIBE TO OUR EMAIL BLAST YOU WILL NOT RECEIVE IMPORTANT EMAIL NOTIFICATIONS REGARDING CLASS REGISTRATION PROCEDURES AND DATES!**

HOW TO Create an account:

Go to the Tab that says "Create an Account"

Follow the Prompts.

Add a Valid Payment method to your account.

After you set up your account click on "YES to "Create a Student"

Add all the children you wish to enroll

***We recommend you do this before registration opens!!!

Once Registration Opens Click on the "Booking" Tab and follow the prompts

PAYMENT IN FULL IS DUE TO SECURE YOUR SPOT.

Choosing Your TOT Class:

All New Students ages 3yrs to 5yrs will enter the TOT program at the age-appropriate Class Level.

- **Age-Appropriate class students must be the required age for the class within 7 days of their first day of class.**
- **IF YOU HAVE A CHILD WHO AGES INTO A CLASS THE WEEK AFTER SEPTEMBER 5th 2023-YOU MUST CONTACT US FOR REGISTRATION BY JULY 16th. The system will not allow you to enroll through the portal. Any contacts after the 16th of JULY will be processed after the registrations in the portal, in the order in which they were received.**

You will notice the TOT Classes are listed according to age AND as Level 1, 2 and 3. We will be evaluating students in the TOT program regularly and will recommend students to move up to the next Level when they have displayed proficiency in the skills listed for that level if it is prior to the date they age into the next age-appropriate class. This allows students of a younger age that have taken classes for many months or years to advance when they reach the needed skill level. If your child ages out of a class they are allowed to advance without teacher approval.

Choosing your RECREATIONAL Class:

Check the age restrictions on the class levels you are considering. Classes will be listed as Girls, Boys, or CO-ED.

All New Students ages 6 years and older must start any RECREATIONAL CLASS at the Beginner Level. Evaluations are done regularly, and parents will have access to the results through their account.

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Returning students, should sign up for the class they were previously enrolled in.

MONTHLY BILLING:

An Annual Registration Fee of \$20.00 is due for each student each year. The registration fee is good from the date that it is paid for the upcoming year. The fee will be billed on the annual due date if you remain enrolled in our program.

All classes are automatically billed Monthly with the charge posting to your account on the 28th of each month for the following months fee. Monthly tuition is based on the number of weeks in the month and automatically adjusted, based on the calendar month. When there are 5 classes in a month, the 5th class is free. If there are 3 classes in a month your tuition is adjusted accordingly.

The card number you have on file, must remain on file and current. You will be able to go into your account and update payment method at any time. Payments not received by the 28th because of an expired card will incur a \$10.00 late fee.

All Accounts not paid by the 28th of the month prior will assessed a \$10.00 Late Fee, and students will not be allowed to participate for accounts not paid by the 1st of the month.

All Class Payments and Registration Fees must be paid in full to begin taking classes. Returning students will see these auto-drafted, but new students will be required to pay in full to reserve their spot in class. We have a strict NO PAY NO PLAY POLICY. Please make sure that you manage your account information appropriately before sending your child to class. If an account is not paid in full, and you send your child to class, we will have to have them sit out while we wait for you to return. We do this in the most discreet way as possible and ask that you help us avoid it!

METHODS OF PAYMENT:

Electronic Check, Visa or Mastercard Credit Cards will be required to remain on file to participate. WE DO NOT ACCEPT AMERICAN EXPRESS OR DISCOVER.

NSF checks written in our Pro-Shop will incur a \$50.00 NSF fee. Returned Electronic Checks will incur a \$20.00 fee.

The card number you have on file, must remain on file and current. You will be able to go into your account and update payment method at any time. Payments not received by the 28th because of an expired card will incur a \$10.00 late fee.

All Accounts not paid by the 28th of the month prior will assessed a \$10.00 Late Fee, and students will not be allowed to participate for accounts not paid by the 1st of the month.

If you choose to DROP a class AFTER the DEADLINE and do not have current payment info on file you will be billed for the month and incur monthly late charges until your account is brought to date. Past Due accounts will be sent to collections.

DROP REQUESTS:

Your tuition for the following month will be automatically charged. If you wish to drop a class you must submit a drop request by the 20th of that calendar month to not be charged for the following month.

All drop requests submitted before the 20th of each month will be in effect for the last day of that month. Drop Requests must be submitted prior to or on the 20th to avoid being charged for the next month. DROP REQUESTS SUBMITTED AFTER THE 20th of the month, will be in effect for the first day of the month AFTER.

Example: If you request a drop on OCT 21st, your drop request will process for NOV 30th. If you submit a request on OCT 20th, your request will be effective the last day of October.

REFUNDS:

There will be no refunds or credits for classes missed or dropped due to circumstances beyond the control of NSAG. When a new student enrolls in the middle of a calendar month, the tuition will automatically pro-rate.

MAKE-UPS:

We are unable to offer make-ups currently. There are no prorations for missed classes. Students are eligible for a make-up token, that will be usable to attend Open gym. One Make-Up Token per month is allowed.

CLASS CANCELLATIONS:

After registration, if there are less than 3 students in a class, NSAG may cancel the class due to low enrollment. Those in the class will be given priority for choosing another class and if none can be found that meets their needs, a refund in full will be given.

NO-SHOWS:

After 15 minutes if no participants arrive for a class, camp, open gym, open workout, practice, or high school workout, the instructor will be allowed to leave, and the activity will not run. We are not responsible for students dropped off over 15 minutes late if the class has been cancelled due to no-shows.

FAMILY DISCOUNT:

First Class within a *household*-Full Price

Each additional class within a *household-15% OFF!*