

Registration Handbook



Joining and Dropping Classes

Joining a class after the term commences.

No problem, as long as there is availability in the class.

Dropping a class/missed classes

There are **NO** prorated refunds or credits for missed classes or for dropping a class. ONCE THE TERM HAS COMMENCED YOU ARE IN CLASS FOR THE ENTIRE TERM, regardless of your attendance.

Changing a class within the same program is OK as long as spots are available. Contact the office.

Changing a class to a different program is considered dropping a class. See above.

Payment Information

Payment Specifics

Full payment is required at the time of registration. There is No holding spots without payment. Check, MC, Visa, Cash, over the phone, over the counter, fax, or mail-in payments are accepted.

Credit Card on File

We will gladly, for your convenience keep your credit card on file and charge each term on it until you tell us otherwise.

Pay in Advance

You may pay in advance for multiple terms to ensure you do not miss the Priority Due Date. If you decide to drop you may get a credit or refund as long as the term has not started.

20% FAMILY DISCOUNT!!!

At Energym Sports Campus, *ONLY* the most expensive tuition in your immediate family pays full price. Every child after the first child from your *immediate* family, are discounted a full 20%. If the same child takes a second class during a Term that child receives 40% off the second class.

\$15.00 Registration Fee

There is an annual, non-refundable/non-transferable \$15 registration fee per child . This fee is paid upon initial registration and each 12 months after.

100% Tuition-Back Guarantee

We are proud to offer a 100% *Tuition-Back Guarantee* for all first time families. *If after your family's first term of classes you are not entirely happy with our programs we will happily refund 100% of your tuition for that term (or apply it as credit toward another Energym program).* **Note** that our money-back guarantee is intended for families brand new to Energym. (Current families with students sampling programs for the *first time* will be extended credit toward future terms.)

Up Coming Terms

2007 - 2008 School Year

<u>Terms: 2007-2008</u>	<u>Priority Due Date</u>	<u>Closed for Holiday</u>
<i>Term 1</i> Sept. 4 - Nov. 5	August 18	
<i>Term 2</i> Nov. 6 - Jan. 27	October 22	11/22/07 Thanksgiving
<i>Dec 18 - Jan 6 Closed for Christmas Break</i>		
<i>Term 3</i> Jan. 28 - Mar. 30	January 14	
<i>Term 4</i> Mar. 31 - Jun. 2	March 17	5/26/08 Memorial Day

Priority Due Date (PDD)

Priority Due Date is the date by which Current Students must pay tuition to maintain 'priority' and guarantee their class spot. After the PDD, unpaid students are dropped from classes and new students are placed in class vacancies.

Office Hours

Monday	8:30 a.m. - 8:00 p.m.
Tuesday	8:30 a.m. - 8:00 p.m.
Wednesday	8:30 a.m. - 8:00 p.m.
Thursday	8:30 a.m. - 8:00 p.m.
Friday	8:30 a.m. - 12:30 p.m.
	4:00 p.m. - 9:30 p.m.
Saturday	8:30 a.m. - 12:30 p.m.
Sunday	Closed

As always there are certain times the office becomes extremely busy.
Be patient and don't hesitate to call back! Thanks!!

Make Ups

Depends on the Program.

Gym-Kats & Educational Gymnastics	Each term a Make-Up Day is scheduled. Contact the office to schedule into that day or as always you may receive a Supervised Open Gym & Swim pass.
Kittens Classes	Contact the office to schedule into another class time. Limit 2 per term.
Tumbling Classes	Contact the office to schedule into another class time. Limit 2 per term.
Baby Amazing & The Iddy Biddy Pool School	There are <u>NO</u> Make ups due to safety concerns and a need to maintain a tight 4:1 ratio. However, if you do miss a class please stop by the office and pick up a Family Swim Pass. Limit 2 per term.

Weather Closings

From time to time Energym must close due to the weather. A message will be left on the web site, www.energysports.com, and on our voice mail.



"Helping Children Become Better People"

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815-899-6424 or (Fax) 815-899-6429

www.energysports.com