

SQUAD FEE ADJUSTMENT FORM

Swimmers may apply for a squad fee adjustment if absent from training for at least two or more consecutive weeks, and have not applied for an adjustment in the last six months.

Please note the following **non-training periods** for 2011-2012. As fees are not charged for these periods, it is not necessary to complete this form if absent during these dates.

- September 24, 2011 – October 2, 2011 (1 week)
- December 24, 2011 – January 8, 2012 (2 weeks)
- April 6, 2012 – April 15, 2012 (1 week)
- June 30, 2012 – July 8, 2012 (1 week)

Fees are adjusted as shown below:

Period of absence	Adjustment to fees	Application process	Note:
Short absence (Less than 2 weeks)	<ul style="list-style-type: none"> • No adjustments apply. • Students may attend make up classes within 30 days of the class/classes missed. 	Not applicable	
General absence 2 to 4 consecutive weeks	<ul style="list-style-type: none"> • Fees reduced by \$20 per week absent for all squads (excluding Little Tate & J3 Lite). • Swimmers in Little Tate & J3 Lite may attend make up classes within 30 days of the missed classes. 	Form to be submitted no later than 14 days after the period of absence.	An adjustment to fees will only be permitted if no adjustment has been made in the last six months.
Planned extended absence 4 to 12 consecutive weeks	<ul style="list-style-type: none"> • Fees placed on hold for given period and swimmer retains position in program 	Form to be submitted no later than 14 days prior to the period of absence.	Fees may be placed on hold only once per year.

To apply, please complete the following:

<p>1. Have you completed a squad fee adjustment in the last 6 months?</p> <p><input type="checkbox"/> No - Continue to next question</p> <p><input type="checkbox"/> Yes - Sorry, a squad fee adjustment application can only be submitted once every six months</p>
<p>2. Period of absence (minimum 2 weeks): From: ___ / ___ / ___ To: ___ / ___ / ___</p>
<p>3. How many weeks have you been absent in total?</p> <p><i>NOTE: Do not include non-training weeks in total (see above for dates).</i></p>
<p>4. What is your full name?</p>
<p>5. What squad are you in?</p>
<p>6. Who is your coach?</p>
<p>7. What is your email address:</p>

This form may be returned by Scan/email to info@tateswim.com.au, fax to (03) 8672 3103 or post to Tateswim - PO BOX 2293, Blackburn South VIC 3130. Please do not hand to coaches. An email will be sent confirming receipt of this form.