

Education Course and Assessment Payment Policy April 2020

This document outlines the policy adopted by Scottish Gymnastics (Scottish Gymnastics) in relation to the way in which learners pay for Education Courses and subsequent charges related to courses and assessments.

Course Payment

Every learner who applies to attend a course must make payment in full at the time of booking. **sportscotland** subsidy will be accepted for some courses, however cannot be substituted for payment at the time of booking. Once this funding option has been processed and accepted, Scottish Gymnastics will issue a refund for the given amount.

1. Select the course they wish to attend, using the course calendar on the Scottish Gymnastics website.
2. Use the “Book Now” link to access the online booking system.
3. For courses not attached to the online system please request a booking form coacheducation@scottishgymnastics.org
4. Full payment must be made at the time of booking.
Level 1 Course Cost - £350 members / £450 non-members
Level 2 Course Cost - £520 members / £620 non-members
5. Coaches who are not members or have the incorrect level of membership at the time of booking will be charged the non-member fee. The difference will only be refunded if this is resolved before the start date of the course.
6. Learners should complete the **sportscotland** subsidy application 4 weeks prior to the course. Details of how to apply can be found here.
7. Once funding confirmation has been received from **sportscotland**, the learner should complete the Scottish Gymnastics bank details form and return to coacheducation@scottishgymnastics.org Scottish Gymnastics will then issue a refund of the subsidy amount within 14 working days.

Course Charges

If you missed any day of your course*, you will be charged to attend a different course day(s). Please note, this may not be in the original course venue or region.

If you opt to change course once enrolled on to a course, the following charge will also apply.

- Fee - £30.00 (Only applicable to courses longer than one day in length. For one day attendance only courses, there is a requirement to register and attend a new course)

Assessment Charges

Learners will be notified of their assessment date via email at least four weeks before the date. Within the email there is a link to a Doodle Poll where each individual can confirm their attendance. At this point, a learner must inform Scottish Gymnastics if they will be unable to attend the assessment.

Practical Assessment

If Scottish Gymnastics are required to accommodate a learner on another assessment, learners are liable to pay an additional assessment charge for the following reasons:

- No response to Doodle Poll
- Late response to Doodle Poll
- Cancellation of assessment following acceptance of date via Doodle Poll
- Re-assessment is required after being deemed 'Not Yet Competent'
- Failure to arrive at the allocated Assessment at the appointed day or time
- Withdrawal within **28 days** of the allocated Assessment date
- The logbook not arriving with the assessor by the date indicated on the assessment letter.

You will be charged a re-assessment fee specific to the level of course.

- Level 1 - £80.00
- Level 2 - £105.00
- Level 3 Technical Assessment - £40.00
- Level 4 - £70.00
- Level 5 - £70.00

Logbook/portfolio of evidence submission

If you were unable to submit your logbook/portfolio of evidence before your assessment or within the required timeframe, a charge is applicable before Scottish Gymnastics will organise a suitable revised submission date.

- Fee - £20.00

Theory Course Assessment

If you missed your theory assessment, you will be charged a re-assessment fee per paper:

- Fee - £10.00

CPD Course – Fit for Practice Assessment

If you were deemed Not Yet Competent during your Fit for Practice sign-off, you will be required to register and pay to attend another course.

Exceptional Circumstances

The Education Team will review the basis for charges on an individual basis. If you experience exceptional, unforeseeable, short-term circumstances which affect your ability to attend part of, or all of your course or practical/theory assessment or submit your log book/portfolio of evidence within the required timeframe then please read our guidance on [Exceptional Circumstances](#).

Re-Registration

Each course has a specified registration period and the learner must complete all aspects of the learning programme and Assessment within that registration period.

- **Level 1** courses the registration period is 12 months.
- **Level 2 and above courses** the registration period is 24 months.
- **Judging courses** have a registration period of 24 months to complete all aspects of the learning programme and assessment. However, should a judging course be taken less than 24 months prior to the start of a new judging cycle then the course must be completed prior to the start of the new cycle qualifications becoming active.

If the learner fails to complete all aspects of the course within the registration period a re-registration fee will be charged, except in extenuating circumstances where an extension may be granted at the discretion of Scottish Gymnastics. It is the responsibility of the learner to contact the course organiser as soon as possible with supporting evidence where applicable.

Where the learner does not apply for an extension or re-register within a year beyond the registration period, they will be required to repeat the course.



T: 0131 271 9750 E: info@scottishgymnastics.org
scottishgymnastics.org





T: 0131 271 9750 E: info@scottishgymnastics.org
scottishgymnastics.org





T: 0131 271 9750 E: info@scottishgymnastics.org
scottishgymnastics.org

