

# Education Course and Assessment Payment Policy

June 2018

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

## *Course Payment*

Every learner who applies to attend a course must make payment in full at the time of booking. ITA and **sportscotland** subsidy will be accepted for UKCC course, however cannot be substituted for payment at the time of booking. Once these funding options have been processed and accepted SG will issue a refund for the given amount.

1. Select the course they wish to attend, using the course calendar on the SG 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](mailto: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. If ITA is being used, the individual must contact the Education Team at [coacheducation@scottishgymnastics.org](mailto:coacheducation@scottishgymnastics.org) who will be able to advise what information is required to process the application. Funding of up to £200 can be claimed in a calendar year.
8. Once funding confirmation has been received from sportscotland or Skills Development Scotland, the learner should complete the SG bank details form and return to [coacheducation@scottishgymnastics.org](mailto:coacheducation@scottishgymnastics.org) SG will then issue a refund of the subsidy amount within 14 working days.

### *Assessment Charges*

Candidates will be notified of their assessment date via email at least five 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 candidate must inform SG if they will be unable to attend the assessment.

If SG are required to accommodate a candidate on another assessment, candidates are liable to pay an additional assessment charge if there is:

- No response to Doodle Poll
- Late response to Doodle Poll
- Cancellation of assessment following acceptance of date via Doodle Poll
- Late submission of logbook
- Non submission of logbook

The maximum charge imposed for any of the above is **£105**.

If SG are contacted at least two weeks before the assessment date, the charge may be reduced to **£50**.

The Education Team will review the basis for an assessment charge on an individual basis. If a candidate can provide a valid reason why they did not complete any of the above, SG may reduce or waiver the charge.