

MALVERN ACADEMY

OF SWIMMING

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SQUAD FEE ADJUSTMENT FORM

Swimmers may apply for a partial 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 four months. Please note that applications must be received no later than 30 days after the period of absence. NOTE: This form must be returned before the 15th day of the month in order for the adjustment to be made to the upcoming month's fees.

Squad fees are adjusted (reduced) as shown below:

Period of absence	Adjustment amount
Less than 2 consecutive weeks	No adjustments
2 to 8 consecutive weeks	Fees reduced by \$15 per week absent (pro-rata)
Greater than 8 consecutive weeks	Contact the Malvern Academy of Swimming

To apply, please complete the following:

1. Have you completed a squad fee adjustment in the last 4 months?

No - Continue to next question

Yes - Sorry, an application for squad fees can not be made if an application has been made in the last four months.

2. What was the date of the first session you were absent?

____ / ____ / ____

3. What was the date of the last session you were absent?

____ / ____ / ____

4. How many weeks have you been absent in total? _____

NOTE: Do not include non-training periods as fees are already adjusted for these periods.

5. Child's name? _____

6. Child's Squad? _____

7. Child's Coach? _____

8. Your email address: _____

This form may be returned as follows (please do not hand to coaches)

- Scan/email (preferred): m1coach@hotmail.com

- Post: 2/253 Blackburn Road, Blackburn VIC 3130

Malvern Academy office use only:

Date application received: _____

Duration of absence: _____

Adjustment (reduction) amount: _____

Month to which adjustment will apply: _____

Date client notified of adjustment: _____