

## **HINCKLEY GYMNASTICS CLUB - PAYMENT OF MONTHLY TRAINING FEES.**

### **INSTRUCTIONS FOR ALL MONTHLY FEE PAYMENTS FOR APRIL AND ONWARD**

We have a new system for the collection of fees, powered by PaySubsOnline.com, that also allows you to keep your personal information up-to-date. By using the system you help reduce the time and cost of administering the memberships and fees. You remain in control of your information and your payments at all times.

Please ensure that March fees have been paid then **CANCEL** all previous payment instructions before setting up your personal account from the link below. **From April we will not accept monthly fees by cash, cheque or bank SO. Staff will not accept monthly fees.** This will help in ensuring that all members are up to date with class payments and insurance and all are correctly informed of new opportunities and news. Your co-operation is warmly welcomed.

**It is a short once-only set up process.** ALL fee payments for APRIL 2016 classes and onwards will be taken as part of a rolling continuous membership. You will be sent a receipt notification each month when the payment has been taken. You are **NOT CHARGED** for making a payment. Set up is **ONCE ONLY** then payments are automatic until YOU cancel them.

Membership of a class is secured by making agreed and confirmed recurring monthly payments as part of an annual membership fee. **There are no membership payment breaks for non attendance, holidays or any other reason.** We deliver 48 weeks of lesson each year; fees are taken in 12 monthly payments. **Stopping the payment or non payment at any time cancels membership and all membership rights. Rejoining will be strictly through our waiting lists.**

The class registers will be driven by the payments received. In real time each class and every lesson register will have accurate information on all payments received into our bank. Non payment cancels the right to attend a class. Classes are open only for paid up members.

### **SET UP YOUR RECURRING PAYMENT FOR MONTHLY TRAINING FEES NOW.**

Welcome to the fully automated PAYMENT-TO-REGISTER membership system. You can access your online account by clicking here:

<https://paysubsonline.com/Login/6904F47ED113E2D8F3F24AF8FF21224E.htm>

If you are logging in to the account for the first time, you will need to create a password. Follow the on-screen instructions to do that. If you have logged in to your online account before but have forgotten your password, click on the 'Forgot password' link and follow the on-screen instructions.

Once logged in, ensure your personal information is up-to-date (and saved) then hit the PAYMENT tab at the top of the page. On the page that then loads you will see a check-box next to the option to 'Pre-authorise future payments'. Tick that box and a 'Confirm' button will appear. Click that and complete the Direct Debit form and confirm (you will need your bank account number and sort code).

**We strongly advise you to take a few minutes to set up your PaySubsOnline account NOW.**

Yours sincerely, Trevor Low  
Manager and Chair of Board, Hinckley Gymnastics Club

All payment enquiries to; [Payments4hgc@gmail.com](mailto:Payments4hgc@gmail.com)