



Membership Policies

At Elements Academy we have carefully constructed several membership policies to support the vision of our studio and foster community among our members. Please review these policies carefully; if you have any questions or concerns regarding any of these policies, please direct them to Mysha, our Director of Administration, by email at mysha@elementsacademy.com or phone at (604) 568-3441. We are unable to discuss membership concerns at our Academy unless pre-arranged.

Thank you.

1. Uniforms & Equipment

All members will be given a Black Gi at the start of your introductory period; you must wear your uniforms when training, unless specifically told otherwise. Your uniform includes Gi pants, jacket and a belt. Uniforms must be kept clean; this is a sign of respect to your instructor, our Academy and yourself.

You are expected to wear your uniform year-round. In warmer months, you will be invited to exchange your Gi jacket for an Elements t-shirt if you wish. Your instructors are within their rights to ask you not to participate in class if you show up without your full uniform.

Sparring equipment (gloves, headgear and shin/foot protection) is mandatory for all members once they have reached their Green Belt level. All youth and adult members are required to have mouthguards from the start of membership. Required equipment must be brought to every class.

2. Schedule

At Elements Academy we feel strongly in the importance of being committed to any endeavor you want to be successful at, and personal success is what we want for each and every student here.

When you start your membership at Elements Academy you will arrange a schedule based on a standard two classes per week. Once you have committed to your schedule at Elements, please restrict your schedule change requests as much as possible. If your schedule does need to change, we will do our best to accommodate your request within the limits of space availability.

There may also be times when our instructors make suggestions for schedule changes to ensure you are in the classes that are going to best challenge and support your training needs.

3. Make-up Classes

Make-up classes will be offered on the rare occasions when Elements Academy is forced to cancel a class. In other circumstances make-up classes are generally not possible because of our commitment to maintaining small class sizes and the fact that our programs are often full.

For extenuating circumstances make-up classes will be based on space availability, which is limited and constantly subject to change based on new registrations. To qualify for a make-up class, you must give advance notice of your absence and your name will be recorded in our make-up log.

All make-up classes must be completed within 10 days of the absence and there will be an imposed limit of 4 make-up classes per year.

Vacations will not be considered as eligible for make-up classes.

4. Membership Freezes

As a member of Elements Academy, you may request to suspend, or freeze, your membership for **medical purposes only**. To do so, you must submit a written statement from your physician. If your injury/illness is not directly attributed to your training at Elements, we will consider such requests on a case-by-case basis.

We will only freeze your membership if you are in good standing and you provide verification from your physician stating your medical condition prevents you from training. We do not retroactively freeze memberships. The minimum term for a medical freeze is one month and the maximum is three months.

5. Membership Terms and Pricing

All memberships at Elements Academy start with a 3-month introductory period. This term establishes a commitment to one's training and to the community we have built at Elements.

Memberships at our Academy are based on a long-term commitment to your Martial Arts training and development. You will be invoiced annually upon the date your introductory period concludes and the following payment options will be available to you: you can make one payment for the year, two payments dated 6-months apart, or you can pay monthly.

All of our membership rates have been created based on a 50-week year in consideration of the fact that we close for two weeks annually, one week at Christmas and one week at Spring Break.

All payments received later than 30 days from the due date posted on your invoice are subject to a \$25 late charge.

6. Membership Cancellations



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There will be no refunds or credits given beyond the first day of class during your 3-month introductory membership term.

Beyond your introductory membership, should you choose to cancel your membership before the end of its term, please provide thirty days written notice using our cancellation form. For memberships that are cancelled before being completed in full, the pro-rated balance will be held as a credit at Elements Academy in your Family name.

7. Belt Advancement & Advanced Classes

Our instructors will determine who is ready for belt progression and you will be invited to test based on your readiness to do so. The success and best interests of each of our members is at the core of our decisions regarding belt testing.

Our advanced kids classes require a higher level of responsibility, dedication and a serious work ethic on behalf of our students. As ambassadors in the community for our program, these members are expected to display great leadership at all times. Our instructors will invite students with a Green Belt ranking or higher into an advanced class when we decide they are ready. At an advanced level you need a minimum of two hours of training per week just to maintain a Green Belt.

8. Personal Training for Kids

As leaders in our Academy, select youth members are available to provide personal training sessions to active members in our Kids Program. This access to additional training was established with two goals in mind: to support our members with their skill development, and to prepare our members for belt tests and tournaments. Personal training is in addition to our regular program, not in lieu of classes.

9. Diversity

We stand behind the benefit of peer learning by having students of various skill levels in each class. In a shared environment newer members strongly benefit from the example of more advanced ones and advanced members in turn benefit from learning to be patient in working with the beginners.

We also choose to rotate our instructors through all of our classes. Our instructors have their own expertise and your learning will improve under the training of a variety of instructors. We are unable to accommodate requests for specific instructors unless you would like to book personal training sessions.



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