



2026 MEMBERSHIP POLICY

1. DIRECT DEBIT OF MEMBERSHIP

- Training fee will be debited at a fortnightly basis.
"Educational Funding Company or EFC" will be stated on the member's bank statement.
- Initial set up fee of \$10 will be charged to every new account.

2. AUSTRALIAN TAEKWONDO INSURANCE / MEMBERSHIP

- AT Insurance/Membership is compulsory for all staff & members.
- First year insurance will be included in all NEW membership enrolment.
- Renewal cost is \$110 per year (Renewal can be done online. Instructions provided via email)
- AT Insurance/Membership is renewed per calendar year.

3. CANCELLATION POLICY

- Cancellation of membership requires 1 Month notice.

Cancellation notices MUST be communicated by Email ONLY

- Once notified, 2 final fortnightly debits will be set up on our system and members notified. Members are still allowed train during this time.
- No re-joining fee is required if a member decides to come back before 12 months. Re-joining after 12 months will incur a re-joining fee of \$150.
- Cancellation status communicate to coach@musataekwondo.com

4. TEMPORARY SUSPENSION POLICY

- **Temporary suspension of membership MUST be communicated by email ONLY.**
- Please state clearly the suspension period on email.
- Suspension of membership for less than 2 weeks will not be permitted.
- If a member decides to cancel after a suspension period, our cancellation policy will take place. (Please see previous point.).
- Maximum suspension period is 3 months (ONE Term). Extension will require email communication.
- PLEASE NOTE: **It is the responsibility of the member to take note of suspension and reactivation date provided by our Manager via email.** We advise you to set a reminder on your smart phones. Contact us via email if extension of suspension is required.
- Suspension status communicate to coach@musataekwondo.com

MUSA TAEKWONDO PTY LTD

Level 1, 225 Great North Road, Five Dock, NSW 2046, Australia Email: info@musataekwondo.com
Website: www.musataekwondo.com.au



5. REFUND POLICY

- Refund of Joining Fee will not be approved after 2 weeks (One cycle) of active membership.
- Refund of Training Fee will not be approved if member fails to notify us (by email only) of cancellation/suspension decisions. Please note that our staff will not be monitoring all member's attendance. Therefore, clear email communication is required.

6. CHANGING OF MEMBERSHIP

- Changing of membership plans can be done by sending an email to our Club Manager or by visiting the club during operation times. No cost required
- Send email to coach@musataekwondo.com

7. CHANGING OF PAYMENT DETAILS

- Changing of payment details or updating your credit card can be done by sending an email to our Club Manager or by visiting the club during operation times.
- Send email to manager@musataekwondo.com
- No cost required

8. INCREASE OF MEMBERSHIP FEE POLICY

- There will be NO membership fee increase for 2026.
- Last membership fee increase was in 2025
- Next membership fee increase will be in 2027 (2 years)
- Next increase of fees will be on 2027.

9. TERM BREAKS & GRADING WEEK INFORMATION

- Term breaks are scheduled on every first week of Term 1,2,3 school holidays. During term breaks, membership will still continue as this has been priced into the cost of the semester fee.
- TERM 4 BREAK - All memberships WILL be paused automatically for the festive season. Period of break to be announced every year by email and social media posts

MUSA TAEKWONDO PTY LTD

Level 1, 225 Great North Road, Five Dock, NSW 2046, Australia Email: info@musataekwondo.com
Website: www.musataekwondo.com.au



10. TERM GRADING INFORMATION

- Term Grading is scheduled every school term (3 months. 4 x Gradings a year)
- Term Grading requires qualification. Qualification is a classroom test to monitor a student's skill level, attitude and attendance in preparation for grading.
- Grading qualifications are conducted 2-3 weeks before Grading dates.
- Grading fees must be paid separately before Grading Day. Online Booking required.
- Black Belt Grading are conducted 3 times a year.

11 MAKE-UP CLASSES (For Once-A-Week Plan) INFORMATION

Students can attend make-up classes from the following conditions:

- Absent with a legitimate reason. Proof is required eg. Medical Certificate from a doctor)
- Not attending grading. Classes affected by Grading dates.
Extra classes can be purchase at \$25 per lesson from the front desk.

12 MARKETING PHOTOS DISCLAIMER

Photos and videos are often taken during classes by our staff members. These are used only for club marketing purposes. (Social media platforms include: Facebook, Instagram or Websites). If you do not wish to have your photo, or your child's photo taken in class, please let us know immediately: manager@musataekwondo.com.

13. BAD CONDUCT RULES

- Bad conduct and behaviour will not be tolerated in the club. The directors of the business have the right to cancel the membership and remove any members with bad conduct.
- Personal matters should not be taken into the club.
- If bad conduct is directed to our members, parents or staff, disciplinary actions will be taken that may result to termination of membership.
- We will also take strict actions on anyone in the club under the influence of alcohol/drugs.
- Be kind and respectful always

13. COMPLAINTS

- Complaints **MUST** be put into an official complaint written email. Please send complaints to coach@musataekwondo.com
- Our club directors will review the matter and provide fair solution.

MUSA TAEKWONDO PTY LTD

Level 1, 225 Great North Road, Five Dock, NSW 2046, Australia Email: info@musataekwondo.com
Website: www.musataekwondo.com.au



14. CHANGING CLUB PROCEDURES (THE MARTIAL ART WAY)

- Students previously from another Taekwondo club require to communicate with previous Coach/Master before joining us.
- Dishonesty will not be accepted. This may result to membership rejection.

15. PANDEMIC LOCKDOWN (ADAPTING FROM 2020)

- At the event of a lockdown, all memberships will remain active. The club will remain operational and will immediately move into our online training syllabus. Clear and detailed communications will be provided to all members by email.
- Members who do not wish to utilise our online platform, please go to POINT 4 of the policy to temporary suspend your membership.

16. COVID SAFE TRAINING (ADAPTING FROM 2020)

- Please do not attend classes or send your children to class when unwell.
- Students and staff will be sent home if showing signs on sickness.
- Please practise basic hygiene routines eg. Sanitise hands etc

17. CLUB NOTIFICATIONS

Here are some ways members can receive important club news, notices and updates. Please see the club manager if you have any issues receiving any communications.

MAIN

- **EMAIL** – For important club notices, news and updates
- **WHATSAPP GROUP** – For all club communications:
<https://chat.whatsapp.com/Bm7Os7DdhhSGTyRpuceUII>

SOCIALS

- **INSTAGRAM** – For club news and STORIES & REELS of club activities.
- **FACEBOOK** – For club news and STORIES & REELS of club activities.
- **WHATSAPP GROUP** – For all club communications
- **WEBSITE** – www.musataekwondo.com.au For general club information and training aid.

Membership Policy 2026 is endorsed by Directors of Musa Taekwondo Academy

MUSA TAEKWONDO PTY LTD

Level 1, 225 Great North Road, Five Dock, NSW 2046, Australia Email: info@musataekwondo.com
Website: www.musataekwondo.com.au