

Abandonment procedure – Competitive sector

Here is the procedure to follow in the event of a withdrawal from the competitive sector.

1. The parent must complete the abandonment form. The form can be found in the "Competitive Gymnastics" tab on our website.
2. Submit the form to the Head of Sector by email.
 - o Gatineau: gatineau@unigymgatineau.com
 - o Hull: hull@unigymgatineau.com
 - o Aylmer: aylmer@unigymgatineau.com
 - o Masson-Angers: masson-angers@unigymgatineau.com
3. The Head of Sector submits the form by email to the accounting department at comptabilite@unigymgatineau.com with the Technical Director in cc.
4. The Head of Sector must update the competitive group chart.
5. The accounting department must stop the monthly contributions. An administrative fee of \$25 will be charged for the discontinuation.
6. Accounting will conduct a complete verification of the client's account to ensure that no balance is owed to Unigym by the client. Any balance will be billed with the abandonment fee.
7. Accounting will make sure to put the abandonment form in the correct folder on the Google Drive for direction and administration to access. Here is how to do it: Gestion Unigym – Comptabilité – Abandon compétitif - Put the form in the current year.
8. Accounting sends an email to the parent confirming the abandonment, cessation of contributions and closing of the client file with the Head of Sector and Technical Director in cc.