PERSONAL TRAINING POLICIES

SCHEDULING:
To schedule your initial session:
1. Complete Interest Form, Health History Questionnaire, and Policies forms and either return or fax them to the Fitness Department at (617) 353-5147.
2. Register and pay for package online at www.bu.edu/fitrec or in person at the PERD Office at the Fit Rec Center Monday through Friday 9:00am – 5:00pm.
3. Schedule your training sessions by calling (617) 358-3760 or e-mailing fitness@bu.edu.

All scheduling, rescheduling or cancellation of Personal Training Services should be done through the trainer and Fitness Department via email (fitness@bu.edu). All training session dates and times will be scheduled before the first session of the package commences.

CANCELLATION/RESCHEDULING POLICY
If you need to cancel or reschedule a session, please contact your trainer. If it is a last minute emergency, still contact your personal trainer, but also call the Fitness Department at (617) 358-0869. 24 hours notice is required for a cancellation or rescheduling in order to receive credit for the session. Failure to cancel within this time frame or failure to show up for a session will result in the client being charged for the session. Exceptions will only be made in the case of a medical emergency accompanied by a doctor’s note. There is a no-refund policy on all packages purchased – a client may only receive a refund if accompanied by a doctor’s note.

TARDINESS POLICY:
Clients are expected to begin working out at the start time of the scheduled appointment. A late start time does not entitle a client to a session longer than the scheduled appointment.

PERSONAL TRAINING PACKAGES DO NOT EXPIRE

I verify that I understand and will abide by these policies

Client Signature__________________________ Date____________


PERSONAL TRAINING INTEREST FORM

Name: ____________________________________________ Date: ___________________

Cell Phone: _______________ Office Phone: ____________ E-Mail: ____________________

BU Affiliation: STUDENT ALUMNI FACULTY/STAFF FRIENDS OF BU
Sex: Male Female Age: __________
Trainer preference (if any): __________________________________________
How did you hear about BU Personal Training? _____________________________

Check off the type of service are you interested in:
___ Individual Personal Training ___ Fitness Evaluation
___ Group Personal Training ___ Program Design
___ Body Fat Testing ___ Combo Pack (Fitness Evaluation + Program Design)
How many sessions are you interested in? 1 session 5 sessions 10 sessions
How many sessions per week? __________

Availability: Please list the times you are available on each day. Circle the top 2 times you
would prefer if they are available.

Monday: ________________________________ FitRec Hours: 6am-11pm
Tuesday: ________________________________ FitRec Hours: 6am-11pm
Wednesday: ________________________________ FitRec Hours: 6am-11pm
Thursday: ________________________________ FitRec Hours: 6am-11pm
Friday: ________________________________ FitRec Hours: 6am-10pm
Saturday: ________________________________ FitRec Hours: 8am-10pm
Sunday: ________________________________ FitRec Hours: 8am-10pm

Fitness Goals:

Please fill out and return to the Fitness Department, fax to (617) 353-5147, or scan and email to
fitness@bu.edu.