PRIVATE and SMALL GROUP POLICIES FOR AERIAL, DANCE, AND PILATES

CHECK AVAILABILITY: Email budance@bu.edu to check general availability of space and/or instructor.

REGISTRATION: You can register and pay online at www.bu.edu/fitrec.

SCHEDULING: To schedule your initial session, complete Interest Form (Pilates, Aerial, or Dance) and sign this Policies form. Send both to budance@bu.edu. All scheduling, rescheduling or cancellation of Private Sessions should be done through the dance office e-mailing budance@bu.edu or calling 617-353-1597.

When possible, all session dates and times will be scheduled before the first session of the package. These dates may be altered in the future if needed. However, most instructors only work certain days of the week, so scheduling ahead of time and adhering to the schedule as much as possible is recommended.

When you get near the end of your package, please let your instructor and the dance office know if you would like to continue and if you would like to keep the same day and time. This is the best way to ensure continuity in your training and space/instructor availability.

CANCELLATION/RESCHEDULING POLICY If you need to cancel or reschedule a session, please email the dance office at budance@bu.edu. You may also call the dance office at (617) 353-1597, but please email as well. Put the word “CANCEL or CANCELLATION” in the subject line. Our Graduate Assistant will check the availability of your instructor and get back to you with confirmation of the rescheduled date and time. Additionally, if it is a last-minute emergency and you have your instructor’s telephone number, please call/text the instructor directly. **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.

If you are part of a duet and your partner cancels with 24 hours’ notice or more, the session will be cancelled and rescheduled. If you are part of a duet and you or your partner cancels with less than 24 hours’ notice, the session will happen with only one attendee.

TARDINESS POLICY: Clients are expected to begin their session 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.

I verify that I understand and will abide by these policies.

Client Name (Printed) _______________________________ Date ______________

Client Signature ___________________________________ Date ______________