*Private/Semi-Private Swim Lesson Policies*

Payment Policy

* Payment must be made in full before the 1st lesson

Cancellation Policy

* Cancellation must be made at least 24 hours in advance (unless a written medical note is provided prior to or at the next lesson). If you cancel inside 24 hours or without any prior notification that lesson will be forfeited.
* Cancellation must be made by contacting the instructor or aquatics manager by phone or email
* In case of an emergency, such as severe illness or a family emergency, please immediately contact the instructor or aquatics manager by phone or email
* A cancelled lesson may be re-scheduled based on the availability of the instructor.
* If a lesson is canceled due to an instructor not being available or to a facility issue/closing, you will not be charged for that lesson.

Time Completion Requirement Policy

* Private and semi-private lesson packages must be completed with the following preset time period from the date the lessons are purchased
	+ 6 months - any remaining lessons after this period will be forfeited.
* After the present time period, any unused lessons will expire unless written approval is given by the aquatics manager
* Semi-private lessons will follow the same procedure as private lessons. If one of the semi-private students attends, then it is counted as a completed lesson and the student missing the lesson is **NOT** credited with another lesson.
* There will be no refund or credit for any unused lessons.

Tardiness Policy

* Please plan on arriving 10-15 minutes early to allow the student time to stop by the bathroom, get changed and get their equipment ready before the lesson begins
* Lessons will begin and end promptly as scheduled
* If you arrive late please do not expect the lesson to go beyond the scheduled end time.

 I agree to Cornerstone Aquatic Centers polices regarding private and semi-private lessons.

**Participant’s signature (or guardian’s signature if participant is under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**