

## **\*PRIVATE LESSONS RULES AND POLICIES\***

### **Private Lessons and the Private Lessons Only Class**

**OBSERVATION OF ALL PRIVATE LESSONS-** No parents, siblings, friends nor visitors are allowed in the gym area. Everyone must observe lessons from Upstairs in the Observation area. No one is allowed to be on the stairs or in the hall or lobby.

**1. Students that ARE Enrolled in Regular Classes or Team at Courthouse Gymnastics and Also want to take Private Lessons just need to schedule lessons with an instructor. That's All. NO Registration or Enrollment for private lessons.**

***Scroll down to #3 to see how to schedule a private lesson.***

**2. Students NOT Enrolled in a Class or Team at Courthouse Gymnastics Co. but want to take Private Lessons Only MUST create an Online Account and Register & Enroll Online in the **\*\*Private Lessons Only CLASS.****

**\*\*There is a \$50 Summer Registration Fee Due At Registration for the Private Lessons Only class. That fee will be drafted from your online account when you enroll.**

**For Registration in the Fall/Spring (August-May) the Registration Fee is \$65. The \$65 will be drafted from your account when you enroll. That Fee is good through the Summer.**

**\*\*\*All Private Lessons Only must fill out a new Online Registration form, pay the Registration Fee and Enroll Again Every Fall. \*\*\***

**Payment of the Registration Fee is DUE At Registration and will be Drafted from the Credit Card or Checking Account entered on your online account.**

**\*\*Students taking Private Lessons Only Must be Registered and Enrolled Online and the Registration Fee Paid At Least 24 Hours Before their Private Lesson is Scheduled to be able to take a lesson.**

**If the registration is Not completed 24 hours before the private lesson it will have to be Rescheduled.**

**That allows the office time to fully process the registration and payment Before the lesson.**

**\*\*Customers will receive an Email showing whether their Draft was Paid or Declined.**

**They should READ and KEEP that Email. An instructor may ask to see it if someone in the office is not available to check your account for them.**

**If your draft is Declined** you will have 24 Hours from the time the first declined email is sent to you to update your account to a new Card Only and Email the office to Redraft your account OR you have 24 hours to pay Cash Only. There will be a \$10 Redraft Fee added to your account.

We do NOT Redraft Checking Accounts. Those accounts will have to update to a Card or pay Cash.

**If your draft is declined for the Second time** a \$25 fee will be added to your account and will be due.

**\*\*If your balance due, Registration Fee Plus declined fees, are not paid in 24 hours the student will be Dropped from our program.**

To Reinstate the student the balance due must be paid in Cash Only.

**3. TO SCHEDULE PRIVATE LESSONS AND PRIVATE LESSONS ONLY**-- If you Know an instructor you want to take lessons with, Email the Office the instructor's name and your contact information and the instructor will contact you.

If you do Not know an instructor, Email the Office with your contact information and they will post it and an instructor with openings will contact you.

Each instructor sets their own Schedule and Rates. Lessons can range from \$35-\$75 an hour.

**PAYMENT for Private Lessons must be by Check or Cash Only and Payment should be Given Directly to the Instructor.** \*\*Make all Checks payable to Courthouse Gymnastics.

**\*\*\*Returned Checks** will incur a \$25 fee. The Fee plus the Check Amount are due in Cash Only within 3 days of notification. Your child may Not take a lesson until this is paid.

Write your child's Full Name and Private Lessons on the Memo of Every Check.

**\*\*\*If you pay in Cash, Ask for a Receipt!\*\*\*** There is a Receipt Book in the office.

Instructors Cannot give Change for Cash payments.

Instructors' first responsibility is to Courthouse Gymnastics.

Private lessons may have to be rescheduled because of gym activities or because the instructor is needed by the gym. Private lessons may have to be rescheduled, cancelled temporarily or permanently on short notice.

**NO ONE WITH A PAST DUE BALANCE MAY TAKE PRIVATE LESSONS.**