

# Pilates Classes – Guaranteed Time Slot (GTS) Registration Form POLICY & PROCEDURES

When you sign up for GTS your space will be reserved in that slot for the duration of the Winter session. *Our scheduling software keeps track of the classes you take. You may take as many classes as you have paid for. You MUST however, cancel the ones you miss.*

**24 hour Cancellation Policy:** If you are not going to use your slot, please call the Front Desk and cancel at least 24 hours prior to the class. Your name will be deleted from the roster for that day, and the space made available to another student. *The cancellation policy also applies to make-up classes (see below).*

**MAKE-UP Classes:** *As long as your name is deleted in the software when you miss a regular time-slot, you will be able to make up that class by dropping in to another class. These make-up classes must also be scheduled in the software. Ask your Pilates teacher or the Front Desk.*

**Scheduled make-up classes must also be cancelled 24 hours in advance, otherwise they will count as a used class.**

**SIGN-IN:** *Please swipe your bar code card at the Front Desk as you arrive. This will be your sign-in for class.*

## Winter Session 2009: January 5–March 29

**Date:** \_\_\_\_\_ **Teacher Signature:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_ **Client Phone:** \_\_\_\_\_

**Client email:** \_\_\_\_\_

<b>1<sup>st</sup> Choice</b>	<b>Alternate Choice*</b>
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Level	Day	Time	Instructor	Level	Day	Time	Instructor

**Member – 1 class per week \$300 Guest - 1 class per week \$420**

(Members- \$25.00 per class - Guests- \$35.00 per class)

**Members have priority over guests for all GTS classes.**

I understand that I am paying for a 12-week course. **Classes are non-refundable and there is no credit for missed classes. No Exceptions.**

**Client Signature:** \_\_\_\_\_ (All applications must be signed)

**Payment Method: (Check/CC/Other)**

**Total Amount Due:** \_\_\_\_\_  
(Calculated based on class day)

**Credit Card #** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

**PAYMENT IS DUE BY December 22, 2008**

\* You will be called ONLY if your first choice is not available.