

PRIVATE CLASS REQUEST

Student: _____

Instructor: _____

Day/Time: _____

Please check all that apply:

Submitting this form does not guarantee your day or time slot until payment has been received and studio availability is verified by the director to assure double booking of a room does not occur. Once confirmed you will be informed by the studio director in one business day if your request can be fulfilled.

One time private

must be paid for at the time of booking

Weekly private (reserved time slot)*

entire amount must be paid at the beginning of the month

Private Class Fee Rates:

Are \$25 for a 45 minute class. Please make sure you understand the billing of charges before booking your private. All fees must be paid at the time of initial booking (pro-rated accordingly). We cannot accept postdated checks or permit a private to be held without payment in advance.

* Reserved time slots require the following: **Cancellation notice to Studio Director by telephone (937-621-9559) or text 3 hours in advance of class time REQUIRED to receive credit.** If you send a notice to the instructor or if you notify the director less than 3 hours you will not receive credit for your private. **ALL CONTACT MUST BE THROUGH DIRECTOR.** Failure to attend classes on a regular basis or to pay your bill before the due date (if billed with monthly dance fees) will negate your reserved time slot.

If you are preparing for a competition performance you do have flexibility in decided what competitions you want to attend. Competition students active in fundraising may use funds for specialty work competition entry fees only if their group financial obligations are current.

I have read the above and understand the policy for private class fees. I understand options for class times are based on instructor and studio availability. In the event an instructor must cancel due to illness or schedule conflict you will be given at least a 3 hour notice so you can adjust your schedule accordingly.

Signed: _____
(parent or guardian of student)

Dated: _____