

**ACKNOWLEDGEMENT OF POLICIES AND GUIDELINES**

Please review the following policies and guidelines. Acknowledge understanding by initialing to the left of each policy or guideline.

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|  | It is recommended that all new clients participate in a 50 minute individual session wherein you will have a fitness assessment and your individual goals will be charted. This also gives you the opportunity to review the Principles of Pilates and practice using the equipment. |
|  | All services are payable at the time or in advance and are non-refundable. Payment forms accepted are Cash, Personal Checks & Credit Cards. Payments are non-refundable and non-transferable. |
|  | There is a $30.00 fee for all returned checks. |
|  | 24 hours’ notice on all cancellation or re-scheduling requests is required.  No exceptions other than medical emergencies. All cancellations must be made by calling instructors. |
|  | Clients will receive only the scheduled session time. Late arrivals result in a shortened class period. |
|  | Individual training session purchases are good for 1 month; 5 Session Packages are good for 6 weeks; and, 10 Session Packages are good for 3 months. |
|  | All unused training sessions remaining upon expiration date may be added to the purchase of another similar training session package. |
|  | You are encouraged to wear comfortable fitted pants or shorts designed for exercise, with t-shirts or tank tops. To use the equipment, you must wear clothes without zippers, buttons, snaps, or other pieces that could hurt you or the machine. |

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fitness for the intelligent body