

# POLICIES

**INFORMATION** on scheduling: Each week an allotted amount of sessions, which together we have decided is best for you, will be scheduled approximately Tues - Thurs the week BEFORE the training week. I ask that everyone submit at least 2 weeks availability and/or days you are unavailable **NO LATER than TUES morning** of the week prior to when sessions need to be scheduled.

1. All cancelled sessions will be charged as follows:

Anything LESS than 36 hour notification is to be **PAID IN FULL**

2. **PAYMENT :**

Single sessions are to be paid as pricing structures.  
Packages and Group sessions to be paid in full at first session and groups it's preferred you pay in bundles of 6 to 12 sessions at a time. 2 weeks of training.

\*All clients please give Tara Hampton payment prior to starting your sessions.

\*Payment type: cash or checks made out to Tara Hampton.

3. As a professional courtesy if you are late for payment please let me know when you will be able to make payment. If it is over **2 days late you will be charged a \$15 late fee.**
4. As an on going courtesy to myself and other clients I ask that you please submit traveling schedules and other pre-arranged dates that would conflict with your session at least 2 weeks in advance. It is an option that if you want to hold your time slot you may pay 1/2 of the weeks fee's to be guaranteed space.

5. I highly advise & prefer that you arrive at **MINIMAL, 10** minutes prior to scheduled training session to properly warm-up and lightly stretch.

\*Trainer and client will be allowed a 5-minute grace period. After 10 minutes into scheduled session your space is forfeited. Please email or text when you are able to notify of a missed session.

6. Please inform me at least 2 weeks in advance of your need to.
7. As a professional courtesy: During the course of a week if a client unexpected circumstances and has to cancel I will reschedule if possible. If you are added into a group and were scheduled as a single, single session payment is still required. If you are added onto a weekend day or a holiday there is a \$5 charge to your session fee.

THANK YOU! ☺  
Be healthy and love life!

Tara Hampton  
[www.thefitnessloft.com](http://www.thefitnessloft.com)  
CELL # 269-830-4675

By signing below I acknowledge receipt and agree to the terms of this policy as stated above.

Signature

\_\_\_\_\_

Date \_\_\_\_\_