



Payment, Cancellation and Refund/Withdrawal Policy

Payment

- All participants must complete a registration form prior to their first class.
- Group classes require full payment at time of registration by e-transfer, cheque or credit card (3% convenience fee applied).
- A 50% deposit is required in advance to book an in-person private class. The deposit can be paid by e-transfer (preferred), cheque (delivered to my address to avoid mailing delay) or credit card (I invoice you and 3% convenience fee is added). At the time of your class, you may pay the remainder of the fee by cash, e-transfer, cheque or credit card.
- Online private classes require full payment in advance by credit card (convenience fee applied) or e-transfer.
- Packages of three or four classes may be purchased in one or two payments.
 - Three-class package: First payment of \$125 is required in advance of first class. Second payment of \$225 is required in advance of second class.
 - Four-class package: First payment of \$250 in advance of first class. Second payment of \$200 in advance of third class.
- An official receipt is provided for all payments. No taxes are applied to fees.

Cancellations, Refunds and Withdrawals:

Classes/workshops

- If a class/workshop is cancelled for any reason, all payments you made will be returned.
- A \$20 administrative fee will apply to all cancellations. Up to eight days of the start date, you may choose to have the remaining fee refunded, or receive a credit for the total amount paid (with no administrative fee) towards a future class. Cancellations within seven days of the start date will not be refunded and you will receive a credit towards a future class.
- If you decide not to continue with a class after the first session and there are a minimum number participants remaining in the program (or someone on the waiting list who can take your space), you will be refunded the remaining portion of fees paid. You must withdraw before the second session to receive any refund. If there are not a minimum number of people registered, the remaining portion of your fee will be credited towards a future private or group class.

Private classes (in-person or online)

- At least 24 hours' notice is required to cancel a private class and receive a refund minus \$20 administrative fee.
- Cancellations with less than 24 hours' notice or no shows are charged the full fee for the class. There is no refund on private classes.