



Private Lessons Policies

Please read and observe these policies for private lessons.

Payments

Payment is due at the time of scheduling a lesson. All scheduling is done online via the Ms. Tiffany's Dance website (mstiffanysdance.com/book). Instructions on how to go through the booking process and how to purchase and schedule packages are explained on the website.

All payments are processed through Square



NO REFUNDS. NO EXCEPTIONS

Once a payment has been submitted it cannot be reversed or refunded.

Cancellation

Cancellation is allowed with no less than 24 hours notice. **Packages will not be refunded.** Either of the parties (the participant, Tiffany Davis) may discontinue service at any time, for any reason.

Rescheduling

If rescheduling is necessary, it must be **24 hours before** your scheduled lesson. Attempting to reschedule a lesson less than 24 hours before your appointment time is not permitted and the lesson will be forfeited.

Rescheduling a lesson (paying one lesson at a time):

The prepayment of a lesson allows for **one** rescheduling of that lesson. If a lesson needs to be rescheduled to a later date/time, it is allowed if the date/time is available. **Once a new date/time is scheduled any further rescheduling will require a new payment to be submitted.**

Rescheduling a lesson after purchasing a package:

Rescheduling a lesson that has been purchased as part of a discount package of several lessons is allowed, without restriction, with 24 hour notice, as long as all lessons purchased are used within

five weeks. Any lessons not used within five weeks will be forfeited and a new payment will be required upon the scheduling a lesson. Rescheduling a lesson with less than 24 hour notice will result in the loss of the lesson and it will be counted towards the number of completed lessons purchased.

Rescheduling if training at Red Mountain Theater or The Dance Foundation

Due to high demand of these spaces and non-refundable rental costs, in the event of a cancellation, no refunds will be issued once your payment has been submitted for training at either location. In the event you need to reschedule, **you must reschedule your time at the Corky Bell location for a \$10 fee OR pay a \$28 fee to reschedule at Red Mountain or The Dance Foundation.**

No Show

If, for some reason, you do not show up for your scheduled class time and **did not go through the required rescheduling process stated above**, you will not be able to reschedule the missed class time and will have to submit a new payment in order to schedule a new appointment. If you do not show up for a scheduled class that is part of a package, the missed class will be counted towards the amount of hours used.

Class Rules

- No gum, food or drinks are allowed in lessons
- No cell phone use in lessons
- Anyone not participating in the lesson must wait in the lobby area
- Proper dance attire must be worn in every lesson

All dance bags, shoes, and clothing must have names on them. Tiffany Davis nor Ms. Tiffany's Dance is responsible for lost or stolen items

Dance Attire

Comfortable athletic clothing and/or dance apparel & proper dance shoes for the style in which one will participate. It is imperative to purchase and wear proper dance shoes as it aides in technique and helps to minimize injury.

Weather

In the event of inclement weather you will be notified if the lesson will commence. If class is canceled due to weather, there is no penalty and will be rescheduled as soon as possible.