



## KTA Payment and Cancellation Policy for Privates

- Only prepaid packages may be purchased
- Only cash, checks to Katrina Thomas, Venmo, Cash App, or Apple Pay is accepted
- Payments are due on the day of the final lesson in the package. If the lesson is cancelled the week a payment is due, you must still submit payment.
- Everyone **must** have a credit card on file.
- If payment is **not** received within 3 days of the due date, the card on file will be charged the amount due, \$25 late fee, and 5% (of total due) processing fee.
- All cancellations need to be communicated to Katrina Thomas and the private instructor in a group message.
- Cancelling with less than 24 hours notice may result in being charged for the lesson unless a doctor's excuse is provided.
- You must provide two-weeks written notice in the event that you wish to terminate a lesson slot, or two-weeks may be charged to the card on file.
- All fees are non-refundable (Gym credit only)
- Any billing and payment questions should be directed to 724-914-7787 or [billing@katrinathomasacademy.com](mailto:billing@katrinathomasacademy.com).

\_\_\_\_ I have read the Payment and Cancellation Policy and accept these terms and conditions and authorize credit card payment if terms above have not been met.

### Credit Card Information

Name on card \_\_\_\_\_ Card Type \_\_\_\_\_

Card number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Signature \_\_\_\_\_

**REVISED 11/9/2021**