

Asphalt Green Private Lessons Policy

For questions, info on instructors or comments contact Lisa Grefe **212.369.8890 ext. 2323**

Fees and Contact

Payment:

Private lessons can be paid by cash, check (payable to Asphalt Green, 555 East 90th Street, New York, NY 10128) or credit card.

Credit Card payments are processed at the time of purchase. Cash or check payments must be received by the coordinator no later than one week from day of booking.

If payment is not received the time will be released and open for others to reserve.

Lesson Term:

All private lesson packages must be completed during the Asphalt Green term (fall, winter, spring, summer) in which they are purchased.

Transfers:

If a participant is transferring from another program at Asphalt Green, please inform the coordinator immediately so any credits can be applied to the new lesson package.

Attendance

On Time Policy:

All Private Lessons will start on time. Our schedule does not allow us to go over the allotted time, so please arrive at Asphalt Green a few minutes early to allow for changing and preparation for class.

Substitutions:

All lessons must be attended by the pupil originally signed up for the lesson. Lesson time can not be transferred to another student or family member.

Cancellation:

Asphalt Green allows for one rescheduled lesson per term if notified 24 hours in advance. Otherwise lessons are rescheduled only if:

- a. The lesson is cancelled due to unscheduled closing of the facility
- b. The lesson is missed due to instructors absence or tardiness (10 or more minutes)

Please sign below to confirm that you have read the Private Lesson Policy.

Name

Date