

BGSU | **RECREATION** and **WELLNESS**

Private/Semi-Private Swim Lesson Agreement Form

To schedule your lessons:

- Print ALL Private Lesson forms located on our website (Lesson Registration Form, Swim Lesson Agreement, and Frequently Asked Questions).
- Fill out the Registration Form, read and sign the Private Lesson Agreement Form, and familiarize your self with Frequently Asked Questions.
- There are four ways to submit forms for registration:
 1. Mail: BGSU Student Recreation Center, 1411 Ridge Road, Bowling Green, OH 43403 – ATTN: Swim Lesson Coordinator
 2. Fax: 419-372-8454
 3. Deliver: Student Recreation Center front desk
 4. E-mail form as an attachment to smicha@bgsu.edu

Please note: ALL lessons must be paid for and scheduled in advance. Lessons will not be scheduled until payment has been processed by our office. All scheduling must be done through the swim lesson coordinator. Please do not schedule lessons directly with your instructor.

Cancellation Policy

Cancellations are made through the swim lesson coordinator. **Cancellations must be made 24 hours in advance.** Lessons can be rescheduled but a refund will not be issued. Refunds will only be issued for medical reasons, in which case a doctor's note must be presented. If a participant does not show up for a scheduled lesson, it will be forfeited. If a participant in a semi-private lesson cannot attend for any reason, the lesson needs to be rescheduled; otherwise the missing party will forfeit the lesson. In case of an emergency (e.g. sudden illness, family emergency), immediately call the SRC Front Desk, 419-372-2000, to inform them of the situation and they will contact appropriate lesson staff. When calling to cancel, please remember if the SRC is closed, your phone call will go straight to a recording – please call during building hours. Please review SRC building hours on our website. The decision on whether the lesson will result in rescheduling or forfeiture will be at the discretion of the swim lesson coordinator.

Tardiness Policy

Lessons will begin and end promptly. Please plan on arriving 10-15 minutes early to allow time to change into your swim suit.

I have read and agree to abide by the above policies:

Client signature: _____ **Date:** _____