

Scheduling and Payment of Additional "Swim Lessons"

The Family Swim School extends the courtesy of scheduling additional sessions of swim lessons in advance on a first come – first serve basis. Proper level placement of students in future sessions is done through the Family Swim School assessment procedure. Our staff will gladly assist you in placing and reserving the day and time most convenient for you and your child. All pre-registrations do require a deposit as described below.

A **\$40.00 DEPOSIT (non-refundable)**, per child enrolled in a session, is required to hold their lesson day and time. The deposit is applied to class tuition (as noted in your bill).

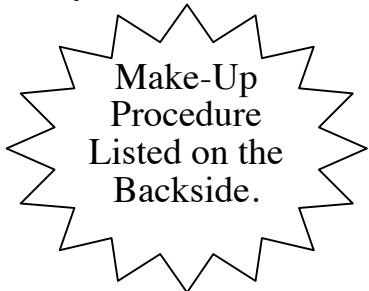
1. Deposits are due within 48 hours of registration.
The balance of tuition is then due the first day of class.
2. Payments made in the form of cash, check or charge (MC, Visa, Disc.) may be received by staff at either location or by mailing to:

Family Swim School P.O. Box 301 Lakeville, MN 55044

3. Deposits not received in a timely manner will cancel student from session.

Withdrawal from a Session

1. The \$25.00 New Family Registration Fee is Non-Refundable.
2. When notice is received more than 7 days prior to the start of class the full amount paid is transferred to a **Credit Certificate** given to you for use in a future session.
3. When notice is received less than 7 days prior to the start of class, the \$40.00 deposit paid to hold your enrollment, is forfeited. Any remaining amount of money paid toward the tuition is transferred to a **Credit Certificate** given to you for use in a future session.
4. When notice is received after the start of the session, the \$40.00 deposit paid to hold your enrollment is forfeited. A pro-rated balance, according to the number of lessons attended, is transferred to a **Credit Certificate** given to you for use in a future session.
5. Please retain your **Credit Certificate** and present, in person upon payment of tuition for a future session of instruction.
6. **Cash refunds** are not given.



Make-Up
Procedure
Listed on the
Backside.

Make-Up That Missed Class

The Family Swim School grants the courtesy of scheduling one (1) qualifying make-up class per session.*
Refunds or credits are not given for additional missed classes.

To schedule the make-up

1. When your child is to be absent from class please call so we may notify their instructor.
2. Scheduling the **MAKE-UP** may be done over the phone or in person beginning the first day of each new session.
3. The make-up schedule goes into effect the third week of extended sessions and the second week of shorter sessions.

What to know about the make-up class

1. Make-ups must be completed within your session.
2. Children in make-up lessons could be the 5th student in a class.
3. Missed make-ups may not be rescheduled.

***“Holidays-Make Ups” at the Family Swim School**

Some regularly scheduled classes may fall on a holiday, **New Years Day, Memorial Day, Labor Day and Thanksgiving Weekend**. If so, students are given a “Holiday Make-Up” in addition to their courtesy make-up.