



## **PAYMENT PROCEDURES**

**Payments** – Sceney Tennis can accept payments via credit card or check. All credit cards are accepted. Depending upon the program clients will have the option to pre-pay in advance and receive discounts or pay as you go. To pay via credit card you must have a valid credit card on file. Payments made by check to Sceney Tennis that are not honored by the bank will incur a returned check fee of \$25.

**Junior Classes** – All junior classes during the school year are for an 8 week session. Summer camps are structured week to week. Payment is to be received prior to the first day of the class in full. For families with multiple children in the program, an additional 5% discount will apply after the first child to the lowest of the program fees. If registering for an 8 week junior session after the session has started there will be an additional 5% fee above the advertised prices.

**Private Lessons** – Private lessons can be paid for as you go or paid for in advance in a package. Packages include a \$5 discounted fee per lesson if paying for 5 lessons. To pay via check, payment must be received on the day of the lesson, otherwise credit card will be billed.

**Open Drills** - Open Drill Classes are pay as you go. To pay via check, payment must be received on the day of the drill, otherwise credit card will be billed.

**Cardio** – Cardio Tennis can be paid for as you go or in a package. Cardio Packages include a 10% discount on the full amount if paying for 10 classes. To pay via check, payment must be received on the day of the class, otherwise credit card will be billed.

**Team Lessons** – ALTA/USTA team lessons are paid for in advance prior to the start of the lessons. Team captains submit the list of team players that are participating and Sceney Tennis will collect the fee from the individuals. No refunds are offered to individuals if they miss a team lesson.

**Packages** — Packages are offered for private lessons and Cardio Tennis. To purchase a package, you must pay the package rate in full prior to the first class. Private lesson packages must be with the same pro and not divided between tennis pros. Cardio packages can be purchased and divided between the different classes offered during the week with different pros. For private lesson packages of 5 lessons, clients will have 10 weeks to complete the package. For Cardio packages, client will have 20 weeks to complete 10 class package.

**Refund Policy** — If your child is unable to complete an 8 week junior program that they are registered for, you must email Brad Sceney. No refund or credit can be issued prior to the email date, after the email date a refund or credit can be issued, minus a 10% fee to cover any administrative costs. For refunds on private lesson or Cardio packages, clients will be billed the full amount of lessons already taken.

**Cancellations** — For private lessons, Open Drills/Cardio classes we have a 12 hour cancellation policy. For private lessons this is to be respectful of the pro's time and schedule and to be courteous to their source of income. Open Drills/Cardio classes are controlled by ratio's for the best class possible. Signing up allows for us to apply the appropriate amount of pro's and let clients know if the class is full. While we will attempt to extend every courtesy to the client with regard to this, to operate the best programs we can for the clients these policies are important.