

SPANISH IN WATERBURY CENTER

Private Lesson Payment, Scheduling and Cancellation Policy

Spanish in Waterbury Center seeks to provide a high quality and reasonably priced learning experience that meets or exceeds student expectations. Our policy for payment, scheduling and cancellation of private classes is described below. We ask for your cooperation and understanding.

Payment: Lessons must be purchased in advance in 6-lesson packages. Payments must be received at least 48 hours before your scheduled class time. Payments are non-refundable, although our scheduling/rescheduling provides considerable flexibility. After payment, classes must be taken reasonably soon thereafter.

Scheduling: Most students prefer to set up a regular schedule, making changes as necessary for specific dates. Schedule adjustments provide flexibility and are usually planned meeting-to-meeting. We ask that you plan ahead so that we can best accommodate your rescheduling, other students and our lesson preparation.

Cancellation and Rescheduling: When you make an appointment, we reserve time specifically for your class and spend time preparing for the lesson. Late cancellations or no-shows do not allow us to make this time available and accommodate other students.

Therefore, we request that you notify us as soon as possible, but no later than 24 hours in advance of your appointment, if you need to cancel or reschedule. Without this notification, you will still be responsible for the full fee of the scheduled class.

Please notify us by phone or email as soon as you are aware that you will be canceling or re-scheduling your appointment. Thank you.

