



Private Lessons

POLICIES

Booking Lessons

- Private lessons are to be enquired through the administration office unless you are already in contact with one of our SITA coaches.
- Lessons are based on coach and court availability.
- When available, our coaches will contact you directly.

Payment Policy (2 options)

1. **Advanced Payment** (for those with regular lessons i.e. weekly)

- Lessons can be pre-paid in bulk / for the month (i.e. 4 - 5 lessons if once a week).
- Once all pre-paid credits have been used up, you will need to top up for additional upcoming lessons.
- Unused pre-paid lessons can be **credited** to your next sessions.

2. **Pay per Lesson**

- Payment for private lessons must be made on the day of the lesson.
- Failure to pay on the day itself will result in the management not allowing the student to book another lesson until they have settled the outstanding balance.
- You may send a confirmation screenshot of payment to the coach for record purposes.
- In the remarks section, please include your **coach's name & your first and last name**.

Weather Policy

- Please understand that cancellation of classes due to weather is based on SITA's discretion
- Classes cancelled/interrupted due to weather can be **credited to your next session**.
- If **more than half of the lesson** is complete:
The lesson will be charged in full. Anything less than half complete, the lesson will be pro-rated according to the time completed. (Please refer to the table on the right)

Duration Played	Charge
0 - 15 mins	No charge
15 - 30 mins	30 mins billed
30 mins - 1 hrs	1 hr billed
1 - 1.5 hrs	1.5 hrs billed
1.5 - 2 hrs	2 hrs billed

Cancellation Policy

- Cancellations by students within **less than 24 hrs** of the lesson will result in **full charge**.
- If you are unable to make it for your regular session, please let the coach know at least 24 hrs in advance.