

## Resigning your place and cancelling your standing order

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If you wish to resign please read the Members Area of the website and follow the correct procedure. Please use [resignation@pilatesbodyawareness.co.uk](mailto:resignation@pilatesbodyawareness.co.uk) and submit the resignation, taking into account the deadlines for each of the four terms. An incorrect resignation may cause friction, so please pay attention to our advice. For all students of all levels please do not deliver news of a resignation in the venue before, during or after class. Chris prefers to attend to these matters in private. Remember to look at the website first to check procedure.

**For students levels 2-5, once you've resigned, please cancel your standing order either by writing to your bank or cancelling online. PBBA cannot cancel a standing order for you as our intervention is not accepted by the banks.**

If you require a short break (up to six months) from your Pilates tuition, you do not need to resign, and consequently lose your place (as resigning means rejoining as a beginner). Using the swap-in scheme, you could, for example, schedule your classes at two per week over two terms per year. There are other variations. Make PBBA's flexibility work to your advantage.

## Keeping in touch

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Please contact Chris if you are likely to miss three classes in a row during term time. Call 020 7240 5922. Thank you.

## About the Swap-In scheme

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For 22 years PBBA has catered for a busy professional clientele. Much of our success is due to the 'swap-in' scheme. If unable to attend the class you are registered for, you may swap into another class without prior arrangement.

You must, however, swap into a class at a suitable level e.g. a 'strong' level 2 student may swap into level 3 but may not swap into level 4. Please note, level 3 students may not swap into the early, busy level 2 class on Tuesdays unless doing a back-to-back. In contrast, everyone can swap into the Wednesday classes at 6pm or 7pm – useful one hour classes which leave you plenty of time to go out in the evening.

Beginners may catch-up by doing back-to-back (6pm and 7pm) on Wednesdays...a most enjoyable and rewarding experience. Swap-in means more flexibility. Make it work to augment your training with us.

## How to get in touch

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To contact Chris please call 7240 5922. For, and only for Wednesday evening recruitment, email: [recruitment@pilatesbodyawareness.co.uk](mailto:recruitment@pilatesbodyawareness.co.uk), managed by Clare-Louise English.

To inform us of changes to personal details, email: [database@pilatesbodyawareness.co.uk](mailto:database@pilatesbodyawareness.co.uk), managed by Louise Beegan. To resign, email: [resignation@pilatesbodyawareness.co.uk](mailto:resignation@pilatesbodyawareness.co.uk), managed by Clare-Louise English.

All other communication, including that needing a personalised response, should be addressed directly to Chris Hocking by post, fax or telephone. She does not use email.

[www.pilatesbodyawareness.co.uk](http://www.pilatesbodyawareness.co.uk)

PBBA Terms of Trade 2010

# Pilates Based Body Awareness

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[www.pilatesbodyawareness.co.uk](http://www.pilatesbodyawareness.co.uk)

*This London School of Pilates Matwork was started by Chris Hocking in September 1987. Within two years it had become a full time job and even now, 22 years later, offers 14 classes per week to approximately 260 students.*

*The strengths of this method are its graded system for class, its 'swap-in' scheme, its affordability and its highly motivated and dedicated teaching.*

*This school teaches Pilates Matwork within the framework of a broad understanding of human movement, hence the name Pilates Based Body Awareness.*

**Group Classes in Pilates matwork.**  
*Real Pilates at a price real people can afford.*

## Welcome

*"As director of PBBA it is my pleasure to welcome you. I hope you enjoy your basic training with me.*

*Please now read these Terms of Trade to clarify what to expect from me.*

*I hope you do then decide to continue with PBBA beyond beginners and go on to enjoy the outcome of the carefully designed progressive system."*

**Chris Hocking**

## About your classes

There are four terms of ten weeks. Basic classes, on Wednesdays, enjoy the support of an administrator. Chris works the harder and more intense classes, levels 2-5, solo. To enter these, you will need to set up a standing order for fees and to be in possession of the level 1 syllabus booklet and class equipment. For a full list of classes and times, see the Classes section of the website or our brochure. For term dates, please read on.

## About your progress

In the main school, levels 2-5, teacher and participants enjoy very high standards. The aim of Wednesday basic level training is to build a secure, practical and theoretical foundation.

Please listen attentively in class to what PBBA can offer in the way of learning aids (see the home page of the website) and when the time comes to set up your finances for an entry into level 2, please be properly prepared as indicated (please read on).

Thank you.

## How to pay for your classes

Beginners, you are asked to pay for classes by cash or cheque but only for the first two terms.

At the start of your second term, or better, at the end of your first term, you will be asked to sign a standing order mandate, and supply us with bank details, address and post code, so fees can be paid automatically for your third term and onwards, thus extending the amount of time in class for teaching Pilates.

Fees will leave your account six to eight weeks before term starts, not earlier, even though you may be asked for your details and signature earlier to a) ease admin congestion and b) speed up your entry into level 2 training. Alternatively you may pay for the whole year by cash or cheque if you do not wish to use the standing order method of payment.

Once a member of the main school, levels 2-5, PBBA has a minimum period of eight to ten weeks for resignations. If you resign correctly, contacting PBBA before contacting your bank (for details please read on), you will fulfil this requirement.

## Term dates

**There are four terms of ten weeks**

**Term 1: Winter term 4 January - 14 March**

*Easter break for 4.5 weeks*

**Term 2: Spring term 15 April - 23 June**

*Short break for 2 weeks*

**Term 3: Summer term 8 July - 29 Sept**

*Includes half-term break, from 18 Aug to 31 Aug incl.*

**Term 4: Autumn term 1 October - 9 December**

*Break for 4.5 weeks - look out for the Christmas social.*

Bank Holiday Mondays in May will be replaced on: 15 March and 5 July.

## Fees: one class per week

Termly	
Level 1	£101 (cash or cheque)
Level 2	£101.02 (standing order)
Level 3	£101.03 (standing order)
Level 4	£101.04 (standing order)
Level 5	£106.00 (standing order)
<b>Yearly</b>	<b>£404</b> (please pay by cash or cheque before 15 November)

## Fees: two classes per week

£186 a term\*. Add your class marker of .02, .03 or .04 when setting up the standing order.

*\*Please ask Chris for details about paying by the month. Students paying for two classes per week may do this. Conditions apply.*

## Quick guide to dates

This table displays all the dates you need to be aware of for fees and resigning.

New standing orders to be sent to the banks by:	Deadline for resigning for each approaching term:	Standing order transfer funds from student to PBBA:	To pay for ten week terms starting on:
25 Oct	5 Nov	15 Nov	4 Jan
25 Jan	5 Feb	15 Feb	15 April
25 April	5 May	15 May	8 July
25 July	5 Aug	15 Aug	1 Oct