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WELCOME TO PILATES BODY AWARENESS: PILATES BY CHRIS

NAME \_\_\_\_\_ CLASS CODE \_\_\_\_\_ AMOUNT PAID £ \_\_\_\_\_ FOR 10 WEEKS

PBA TERM NO \_\_\_\_\_ Wks 1 2 3 4 5 6 7 8 9 10

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●ARE you sitting comfortably and wide awake? If so please prepare to read this because it will require your full attention. Please start by re-reading the 'joining' pages of our web-site and familiarizing yourself with our venues, term-dates, time-table and 'swap-in scheme'. You are now ready to read this document.

- If your Class Code starts with *XT*, you are a 'cross-term' student and if happy with our service will need to pay a partial fee in a few weeks time to bring your membership into line with our 4 terms of 10 weeks each year, 1.WINTER 2.SPRING 3.SUMMER 4.AUTUMN. The circle you see indicates when this partial fee is due. The amount is £ \_\_\_\_\_ which pays for Wks \_\_\_\_\_. Please pay before the end of the week encircled, ie by Saturday \_\_\_\_\_. If you do not wish to pay further fees to PBA please send a text to 07881 494212 no later than 5pm on the Monday \_\_\_\_\_ of that week so that I know not to ask for payment in class and we can both avoid an awkward, embarrassing, corrosive moment in public. This is a deadline for action.
- If your Class Code starts with a *10* in a circle, your purchase is in line with the PBA term and we will ask you to pay fees for next term Wk 7 or 8 of this term with all the other Level 1 students in line with the PBA term. Please see below for the correct protocol for payment in class or resignation by text.

FOR THOSE OF YOU WHO WISH TO CONTINUE

PBA TERM NO \_\_\_\_\_ Wks 1 2 3 4 5 6 7 8 9 10

£ \_\_\_\_\_ £ \_\_\_\_\_

PLEASE PAY FEES FOR THE NEXT TERM – Wks

●ONCE in line with the PBA terms, all Level 1 students are requested to pay fees for next term no later than Wk 8 of the current term. The circles above indicate when fees are due. If you pay Wk 8 the fee will be the full amount of £140.00 If you do not wish to purchase further training, please text 07881 494212 before 5pm on the Monday of Wk Seven to let us know you wish to terminate your training with PBA. Without the resignation text you must regard yourself as liable for the fee and willing to pay either Wks 7 or 8 at the latest. If you do wish to continue you may pay by cheque or cash in class as long as you put the fee in an envelope marked with your name. Please put the envelope on the piano/music centre as I enter the studio so it is in place before class starts and I do not have to ask for it. If you are late for class please come forward with your envelope before you settle on your mat. However if you pay a week early ie Wk 7 of term, you'll be given a £20.00 discount and need pay only £120 for next term. So, envelope Wk 7 and you'll only have to put £120 inside it. Thank you.

●BEFORE you approach this stage I advise you to read the 'PBA Terms of Trade': [www.pilatesbodyawareness.co.uk](http://www.pilatesbodyawareness.co.uk) Members Page. The PBA contract is protected by civil law and must be terminated correctly to release you from the obligation of further fees. Disappearing from class without the resignation message is not a legally acceptable way to resign. We offer a swift, simple but date sensitive resignation procedure. No forms just a simple text by a deadline. We issue reminders in class at Level 1 and once paying by standing order, we also send out email reminders 4 times

a year to work in with the 4 terms per year and the 4 resignation deadlines each year. The formality of the school contract brings security and stability allowing good things to happen, long-term studios to be hired and future events to be planned. There is nothing to fear unless you fear your own inattention and we can help with that. However you should note that if you do break the conditions of the PBA School Contract/Terms of Trade our final recourse could be to summon you to the Small Claims Court to recover the missing fees and to exclude you from class until resolved. This is our legal position.

PBA TERM NO \_\_\_\_\_ Wks 1 2 3 4 5 6 7\* 8 9 10

\*NB Cancellation deadline, 5pm Monday Wk 7. Failure to do this means fees are still due Wks 7 or 8.

PLEASE SIGN THE STANDING ORDER MANDATE (SOM) FOR THE TERM AFTER NEXT - Wks

●CIRCLES just seen indicate the weeks when I'll hang onto you for a few minutes in class to set up your **Standing Order Mandate (SOM)** for the term after next. A standing order is a form of electronic money transfer entirely in your hands. PBA can neither amend nor cancel it. Our intervention is not accepted by the banks unless activated by signed mandate. **Please bring your banking details to class including the complete address and post code of your bank. We post the first, and only the first, mandate on behalf of each new student.** The first payment will go out a full quarter ie 3 months, in advance of the start of the quarter in which the new 10 week term sits. Yours will go out for the first time on 1st \_\_\_\_\_ to pay for \_\_\_\_\_.

PAYMENT METHOD	_____	_____	_____	_____
PBA YEAR	TERM No1 JAN/FEB/MAR WINTER	TERM No2 APR/MAY/JUN SPRING	TERM No3 JUL/AUG/SEPT SUMMER	TERM No4 OCT/NOV/DEC AUTUMN

The deadline to communicate and cancelled SOM payment/the decision to end the PBA contract is the *day before*, but you will need to contact your bank a few days earlier to cancel the Standing Order Mandate (SOM) in time. Unless at fault, *PBA does not give refunds* only credit notes valid one year. To cancel the PBA Contract with us please text 07881 494212 before this deadline. A resignation should never be given in public, neither in class nor in the street nor any other public space... nor can it be late, not even by a day, if you want it to be effective. Your resignation text should confirm the SOM has been cancelled. Please remember the deadline is *before* the 1<sup>st</sup> Jan/Apr/Jul/Oct not on the 1<sup>st</sup> Jan/Apr/Jul/Oct. This is NOT the cancellation deadline if still in your first or second term with PBA. As already explained it is 5pm Monday Wk 7 of term.

●AS you reach this stage I strongly advise you to read the *School Contract* available as a downloadable document from the 'Members' Page of the website. Each January all PBA students are asked to sign a copy to remind them of their duty to abide by our contract but in reality the financial transaction is legally binding as long as we broadcast the PBA 'Terms of Trade', which we do.

●PBA 'Booklet No1' at £17.50 and the 'Teachers' Notes on Technique Nos 1-10' at £10. These have been created to help a new Level 1 student integrate fully and rapidly into our on-going basic-level classes I advise you to buy 'Booklet No1' Wk 3 of your Inaugural course, available (cash only, correct money please) at the end of class and the 'Teachers' Notes' at the end of the 10 week Inaugural Course. As the latter are sent in the post, please put your £10 in an A4 envelope marked with your name and address and furnished with 2 first class stamps. Please hand this in at the beginning of class. Thank you. You are welcome to ask in class regarding interpretation of content. Please do. This material is designed to stimulate interest.

I wish you a happy and fulfilling time at PBA. On behalf of team PBA, I thank you for joining us, and for doing business with PBA.

Chris Hocking. Founder Teacher & School Director.