

Attention AFA Students/Parents

Beginning Jan.1st of 2012 there are some policy notices to be aware of.

FIRST:

There will be no more invoicing---the payment process will be simplified by having set amounts due each month based on your lesson plan.

SECOND:

Because there will be prepaid lesson packs we will utilize makeup dates for any lessons missed. These makeups will be offered least least twice per month.

THIRD:

All payments must either be paid online or sent to Lisa Kirk

MORE DETAILS

All payments are due on the 1st of each mont and considered past due if not paid by 8th. Any payment made after the 8th will incur a \$25 late charge

PAYMENT DETAILS

- Pay online here: <http://austinfastpitchacademy.com/payments.html>
- Or send from your Paypal account to:
afasales@texasblaze.org<<mailto:afasales@texasblaze.org>><<mailto:afasales@texasblaze.org>>

Send check to:

Austin Fastpitch - 2005 Caspian Cove, Round Rock, Tx. 78665
These payments must be RECEIVED by 8th to be considered on time.

MAKUP DETAILS

- Notification must be made at least 24hrs before lesson in order for student to receive a makeup or there will be a \$20 no show fee added to your account.
- Notifications by email MUST READ: "AFA Cancellation Request" in subject line or they will not make it to the right in-box and cannot be processed.
- Notifications can also be made by text/call 512-789-6514
- A minimum of two makeup dates will be offered---one on last Sunday (subject to change) and one during the week. When you cancel before the 24 hr period you will be able to sign up for a mu spot. If you cannot make either mu session than you will just lose that lesson for that particular month.

IF THE INSTRUCTOR cancels lesson you will have choice of makeup or a credit.

VERY IMPORTANT- Check schedule for changes every week and on day of your lesson so you do not make a wasted trip. The online calendar will be the latest/final schedule

ADVANCED NOTICE REQUEST

If you know you will be missing certain dates you will need to notify me at least 5 days prior to the 1st of each month so that I can send you a custom invoice otherwise the missed spot will need to be made up.

YOUR SPOT

Your lesson spot is automatically renewed every month unless you notify me of a change request. Change will be based on availability

ONLINE CALENDAR SCHEDULE will be available at least 5 days prior to the start of every month.

LESSON PLANS - all lessons are 30 minute one-on-one instruction.

- Bi-monthly - \$80
- 4 per month - \$140
- 8 per month - \$240

I am hopeful these changes will create more efficiency in handling payments/invoices and scheduling. Please contact me with questions.