

Conversations With Kate

To make sure that we have a good understanding about expectations, please read this document carefully and contact me with any questions.

By signing up and providing payments for classes, you are agreeing to these policies:

PAYMENTS

It is up to you to inform me of your package choice and then I will email you an invoice.

You may also use the payment link on my website: <https://www.conversationswithkate.net/payments/>

Payment is expected before lessons begin.

You will need a PayPal account in your own country. You may still be able to use your credit card.

SCHEDULING LESSONS

It is up to you to schedule your own lessons on this Calendly website:

<https://calendly.com/conversationwithkate>

All packaged lessons must be scheduled in a timely manner.

A package of 5 lessons must be scheduled and taken within a 7 week period.

A package of 10 lessons must be scheduled and taken within a 14 week period

(minus teacher or client holidays, vacation times, or sick days).

If you prefer more time between lessons, please book single lessons.

Calendly sends you reminders and also provides options for canceling and rescheduling lessons.

LATE ARRIVAL OR NO SHOW

If you will be late to our lesson, I ask that you inform me as soon as possible by email or Skype with an estimated time of arrival. If we start late due to a change in your schedule, it is up to me to extend the session time for the full 30 or 45 minutes. It is not guaranteed, as I may have another appointment after yours. If you do not show up within the first 15 minutes of the start time and do not provide me with a late arrival notice, you will be charged for the session.

CANCELING LESSONS

Please use the Calendly link to cancel or reschedule your lessons at least 24 hours in advance.

I will work with you in emergency situations.

Otherwise, there will be a charge for lessons cancelled less than 24 hours in advance.