

# TRAINING POLICIES & BILLING AGREEMENTS

All clients participating in services provided by Cotie Guzman Fitness are subject to the terms and conditions of the Training Policies & Billing Agreements. Please read carefully and once completed sign in the necessary areas acknowledging your acceptance of the terms.

## Cancellation & Late Fees

It is the responsibility of the client to provide a minimum 24-hours notice to Cotie Guzman Fitness if they are unable to attend any pre-existing appointments that they have with Cotie Guzman Fitness. Without prior notice to a cancelled or rescheduled session the client understands that they are subject to forfeiting their session. Unless otherwise discussed with Cotie Guzman Fitness, the client understands that the forfeit of their session is at full price of the session that was previously booked and confirmed with Cotie Guzman Fitness.

It is also the responsibility of the client to attend all appointments on time. All sessions are 55-minutes length in time to ensure adequate time before any following appointments. As such, clients understand that all sessions will not run past the scheduled time in order to make up any lost time that they have incurred from their lateness. If client is late by over 15-minutes from their scheduled appointment they understand that Cotie Guzman Fitness has a right to consider the session a no-show and the scheduled appointment is forfeited.

For Unlimited Clients: As a client utilizing any of the unlimited options available to Cotie Guzman Fitness they understand that all terms stated in the above paragraphs outlined under the Cancellation & Late Fees will be applied. As such, if client is unable to provide necessary notice to cancel an appointment and/or client is over 15-minutes late to their appointment they understand that they will incur an additional charge of \$15 for each session that has been missed. All additional charges will be applied to the next billing cycle.

**\*\* Late charges are not subject to discount to any of Cotie Guzman Fitness promotional discounts. All emergency cancellations will be evaluated on a case by case situation.**

## Billing Agreements

All billing for services by Cotie Guzman Fitness will be paid in full or by utilizing Cotie Guzman Fitness biweekly (every 14-days) payment schedule. It is understood that all services are charged on a recurring, month-to-

month payment schedule. It is the responsibility of the client to provide valid payment methods of either cash, e-transfer or credit card paid by invoice.

## Online Participation

It is the responsibility of the client who is participating in any of the online services provided by Cotie Guzman Fitness to adhere to the instructions given to them. It is the client's obligation to communicate any and all forms of exercise equipment that they have available to them, including access to a fitness facility, as it will directly impact Cotie Guzman Fitness ability to create effective and impactful exercise programs. The client understands that all programming will be delivered on a weekly basis and the expectation will be to comply with all programming as it will affect the following weeks exercise programming.

It is not the responsibility of Cotie Guzman Fitness to provide the client with any exercise equipment of any kind whatsoever. It is the responsibility of the client to actively seek out accessibility to exercise equipment and/or fitness facilities to maximize their capacity for growth and change.

---

I, \_\_\_\_\_ accept the terms of the Training Policies & Billing Agreements set forth by Cotie Guzman Fitness. I am of sound mind and understand and accept all the terms of the Training Policies & Billing Agreements.

Client Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_