



Thank you for taking dance lessons with **Ballroom Fort Collins** — Northern Colorado's ballroom dance professionals. Whether you are learning just for fun or preparing for an upcoming event, we look forward to helping you achieve your dancing goals!


Before you arrive for your first lesson, please keep the following in mind:


 **Location** — Private lessons and group classes are offered at our home studio at **2600 Fieldstone Drive** in Fort Collins, CO, a mile east of Fort Collins High School (at Timberline and Horsetooth). If you have any difficulty finding our location via GPS technology or MapQuest, feel free to call us for directions.


 **Shoes/Attire** — To help protect our dance floor, we respectfully request that students who do not yet own ballroom dance shoes please bring along a separate pair of dry, clean shoes to dance in (in other words, with soles clear of rocks and dirt and not just worn on the street).

Thin-soled, securely-fastened shoes are best, but even tennis shoes are okay to start.

In terms of attire, there are no special requirements, but comfortable, non-restrictive clothing is best.

 **Parking** — Please leave the driveway clear and park on the street (either Creekstone or Fieldstone). To reduce the impact on our neighbors, we request that you vary your parking from lesson to lesson.

 **Doorbell** — We may already be teaching when you arrive. When you ring the doorbell, please give us a moment to run up to let you in! The door is usually locked.

 **Payment** — We accept check or cash. Sorry – no debit/credit cards.

Please review our private lesson policies on the reverse side of this page.



Private Lesson Policies

Thanks for taking lessons at **Ballroom Fort Collins**. We are confident that you will agree that private lessons are the most flexible and efficient way to learn to dance. We would like you to be aware of the following policies:

Lesson Length

Half-hour lessons are 25 minutes.

One-hour lessons are 55 minutes.

Cancellations

Please notify us at least 24 hours in advance when cancelling or changing your appointment, so that your instructor can fill the time slot with another lesson. [If you cancel late](#), we reserve the right to deduct a half-hour from your account.

Refunds

A full refund, minus any lessons already taken, is available within three business days of purchase date. Any refund requested after three business days is subject to a 10% cancellation fee. When calculating refunds, lessons expire at the rate of one hour per week. If you cancel an introductory package, the refund will be calculated using our standard hourly rate. Please note that we will honor any lessons purchased if you need to suspend them but resume at a later date.

For weddings – private lesson slots must be paid in advance.