



## PRINCETON UNIVERSITY Personal Training

### POLICIES AND PROCEDURES

#### ELIGIBILITY

In order to participate in personal training, you must have a membership or valid access to Dillon Gym in the same way as if you were taking an instructional class. If you do not have a membership or other access to Dillon Gym, you **must** be sponsored by a gym member then fill out the form for a guest pass and pay the \$10 guest fee. You **must** purchase a guest pass every day that you use the gym.

#### GETTING STARTED

To make arrangements for personal training, please fill out an Interest Form or submit your name, contact information (phone number and/or e-mail address) and availability to Matt Brzycki, the Assistant Director of Campus Recreation, Fitness, at 609-258-3520 or [brzycki@princeton.edu](mailto:brzycki@princeton.edu). Once this information has been submitted, it will be forwarded to a personal trainer who will contact you to schedule an appointment.

Prior to your first appointment, you **must** purchase "time" or "hours" (a session or package) online through our website ([www.princeton.edu/campusrec](http://www.princeton.edu/campusrec)) or in person at Dillon Gym, either at the front desk or in Room 103.

In addition, prior to your first appointment, you **must** complete the following paperwork:

1. Informed Consent for Participation in Personal Training
2. Medical History Questionnaire

Note that if you answer "yes" to any of the seven questions at the top of page two of the Medical History Questionnaire, you **must** also submit a Physician's Clearance Form before you can participate in personal training.

#### PRICE STRUCTURE

The price structure for personal training is as follows:

1-hour session:	\$45.00
1.5-hour session:	\$70.00
5-hour package:	\$220.00
10-hour package:	\$430.00
20-hour package:	\$820.00
30-hour package:	\$1,170.00

Note that sessions with a personal trainer usually last about 30 to 60 minutes. You will only be charged for the amount of time that you actually spend with a personal trainer. If your session lasts 45 minutes, for example, you will be charged for 45 minutes, not 60 minutes.

## PAYMENT

When done online, "time" can be purchased with a credit card or student account (students only); when done in person, "time" can be purchased with cash, check (payable to Princeton University), credit card, student account or gift certificate. Payment **must** be made prior to doing any personal training.

## REFUNDS/TRANSFERS

There are **no** refunds for personal training. Any hours that are not used expire one year from the date of purchase and **cannot** be transferred to another person.

## "NO SHOWS"

To cancel an appointment, clients **must** contact their personal trainers directly **at least 24 hours in advance**. (Do **not** cancel an appointment by calling the Stephens Fitness Center; you **must** contact your personal trainer.)

If your personal trainer isn't notified within this time frame, you will be charged for the amount of time that the session was scheduled. In this case, you will receive an e-mail from your personal trainer stating that you will be charged for the missed session.

## TARDINESS

It's expected that you begin your session on time as scheduled. Starting late does **not** entitle you to go beyond the length that the session was scheduled since this could extend into your personal trainer's next appointment.

If you will be more than five minutes late, you should call 609-258-3520. A personal trainer will only wait 15 minutes for late arrivals.

## RECORDS

The dates and lengths of your sessions will be tracked by the Assistant Director of Campus Recreation, Fitness. Your personal trainer will be notified when you are nearing the completion of your hours and pass along that information to you.