



KENT STATE[®]
UNIVERSITY
STARK

RECREATION & WELLNESS

Personal Training- Policies and Procedures

Registration Process

- Fill out Health History Questionnaire (*HHQ on file must be less than 6 months old*)
- Fill out Personal Training Interest Form
- Read and sign Personal Training Policies Form
- Read and sign Informed Consent Form
- Turn in all paperwork to Recreation & Wellness Center reception desk
- A physician's clearance form may be requested by the Recreation & Wellness Center staff depending on client's health history (*If requested, physician's clearance forms must be turned in prior to scheduling appointment*)
- Remit Payment in person (cash or check) to Recreation & Wellness Center
- Trainer will contact the client to schedule appointments within 48 hours of receiving paperwork.

General Information

- Personal Trainers are certified through national recognized organizations (ACSM, AFAA, NSCA or equivalent) as well as being CPR/AED certified.
- Clients are expected to observe all Recreation & Wellness Center rules, guidelines, policies and procedures including those specific to Personal Training.
- Personal Training is a service offered only to Kent State University at Stark Recreation & Wellness Center members over 16 years of age.

Session Information

Scheduling

- Trainers are available on a first come, first serve basis.
- All paperwork must be completed before training appointments will be set.
- If requested, physician's clearance forms must be turned in prior to scheduling appointment
- Trainers will contact clients directly via email within 24 hours of receipt of paperwork to schedule appointments.

Cancellations/ Rescheduling/ Late Arrival Policy

- Sessions are non-refundable.
- Punctuality and respect for everyone's time is expected.
- Sessions are scheduled at 30 or 60 minutes. Clients arriving after their session time will not be allowed to make up missed time.
- Trainers will be required to wait 10 minutes for late arrivals.
- Cancellations and appointment changes must be made in person, via e-mail or telephone **at least 24 hours in advance**.
- Cancellations with a signed medical excuse will be made up at the end of a package.

- If a trainer does not show up for a scheduled session the session will be made up as soon as possible and the participant will receive an additional session free of charge.

Payment

Payment can be made in person (cash or check) at the Recreation & Wellness Center during regular business hours (9:00 am- 5:00pm). All sessions must be paid for in advance.

Pricing	Number of sessions			
	1	5	10	20
Session Length				
1/2 Hour	\$10	\$50	\$95	\$180
1 Hour (1 Participant)	\$15	\$75	\$145	\$280
1 Hour (2 Participants)	\$20	\$100	\$195	\$380

Other Information You Should Know

- Begin each session by meeting your trainer at the Recreation & Wellness Center receptions desk
- If at any time you are not satisfied with you trainer, please contact Stacie M Humm, Academic Program Coordinator, Recreation & Wellness at 330-244-3390 or shumm2@kent.edu
- We are continually educating our staff and encouraging hands-on experience. At times your trainer may have another student shadowing him/ her. If you are uncomfortable with this in any way please inform your trainer.

I have read and understand the above stated terms.

Signature of Client

Date

Printed name of Client

Signature of Parent/ Guardian if under the age of 18

Date

Printed name of Parent/ Guardian

Emergency Contact Name

Telephone

Alternate Telephone

Staff member receiving paperwork

Date