

Session Extensions & Reinstatements

“The Way it Works”

Date: June 1, 2019

To: Personal Training Managers and Personal Trainers

From: Director of Personal Training

It is the responsibility of the personal trainer manager and personal trainer to ensure sessions are used within the allotted timeframe of the training package. Extensions can be approved if the situation requires it. Reinstatement of sessions will not be approved, unless in extreme circumstances.

To Request Expiration Extension:

1. Sessions extensions requests must be sent to Director of Personal Training and Executive Support Specialist no less than 2 business days before expiration.
 - Requests can either sent via email or through “Personal Trainer Session Extension Request Form” located on MyTAC.
 - If reason for 30+ day extension is medical, doctor’s note must accompany request.
2. Request **must** include:
 - Client Name and Member #
 - Current Expiration Date
 - Proposed Expiration Date
 - Personal Trainer’s Name
3. Email confirmation of approval or denial will be sent to personal training manager and personal trainer.