



ATTENDANCE POLICY

- Absences are excused if you notify your teacher with more than a day's (24 hour's) notice. Absences are also excused due to illness and family emergencies.
- Absences are unexcused if you do not show up or if you call with less than 24 hrs before your assigned time.
- Late cancellations are those made with less than 24 hour's notice. If you call to cancel the same day as your lesson, you will be charged 50% of your regular fee.
- If you fall behind in paying for your lessons, you will be put on hold following the third unpaid lesson. You cannot schedule future lessons.
- After 30 days on "hold" you will be placed on an "inactive" list. When able to pay for your past lessons, you will be re-activated.
- Make-up lessons for excused absences can be arranged by contacting Teresa Hernandez at (785) 404-6065.

PERFORMANCES

- Two performances per semester (except summer classes) are required for students who are aged 16 or younger. One Performance Verification form for each performance needs to be completed in order to fulfill the performance requirement.
- See "Performance Policy" for more on performance expectations.