



ATTENDANCE POLICY

- Absences are excused if you notify your teacher with more than a day's (24 hour's) notice. You can use the online "Advanced Absence Notification" form if you prefer that to a phone call. 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 an hour before your assigned time. You will be charged the full fee unless the teacher can locate someone else to use your 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 can be re-activated after paying an additional 50% of the original application fee.
- Make-up lessons for excused absences can be arranged by phone or by submitting the "Make-up Lesson Request" form.

PERFORMANCES

- Two performances per semester are required for students who are still minors (in age). 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.