



ABSENTEE POLICY

Most schools of music and teachers do not offer make ups for any missed lessons, regardless of reason. We understand that illnesses and vacations happen. Since the Academy now has a full schedule and the teachers are busy professionals, this is a good compromise. For students to progress and succeed, attendance is of utmost importance.

MISSED LESSONS WILL EITHER BE EXCUSED OR UNEXCUSED.

EXCUSED ABSENCES are absences with 24 hours notice - or 2 hours notice prior to missing a lesson if the student is ill. As a courtesy to our students, one excused absence will be allowed per 12 weeks. These lessons may be made up when scheduled, but we ask that they be scheduled within 1 week. Missed make up lessons will **NOT** be made up.

UNEXCUSED ABSENCES are those without prior notice described above and are never subject to make-up lessons. You **WILL** be charged for these lessons.

NO REFUNDS OR CREDIT will be given for missed lessons or classes, nor will credit or make-up time be given for being tardy or missing portions of lessons. Missing lessons due to activities including school programs, trips, vacation, sports games/practices, etc. will not be made up unless it counts as your once excused absence and prior notice is given. The exception to this is during our summer weeks when we expect students to take vacations. We simply require prior notification in those instances, but we expect the lessons to be made up.

Students missing frequently will be dropped from the schedule.

Teachers missed lessons will **ALWAYS** be made-up.

If your unexcused missed lessons falls upon your payment anniversary date, you must make arrangements to pay within 2 days or receive a \$25 late fee.