**ATTENDANCE AND CANCELLATION POLICY AGREEMENT**

*These policies are in place so that our program runs smoothly and effectively.*

ATTENDANCE

1. Every effort should be made to attend every scheduled lesson.

2. If a student is late for a lesson, they will only be taught for the remaining lesson time.

3. Students must come prepared with their materials (books, music, etc.) to every lesson.

CANCELLATIONS

1. Cancellation of a lesson must be made by contacting your teacher, Saleena (8604161137) or Dr. Wilson (8607278146) **at least 24 hours** prior to the scheduled lesson time in order to receive a make-up lesson *(details on make-up lessons are below)*. In the case of an emergency (sudden sickness, accident, family illness, etc.), please notify your teacher as soon as possible so a make-up lesson can be arranged.

2. If you fail to show up for your scheduled lesson time or if the teacher is not notified about a cancelled lesson by the appropriate time, then no make-up lesson or credit will be given.

3. Lessons missed by the teacher will either be covered by another teacher, made up at a convenient time for both the student and the teacher or credited to the tuition fees for the semester.

MAKE-UP LESSONS

1. Any lesson cancelled at least 24 hours ahead of the scheduled lesson will receive a make-up lesson at a time convenient to both the teacher and the student.

2. If you fail to show up for a scheduled make-up lesson, the make-up lesson will not be rescheduled and no credit will be given.

**I understand the cancellation policy and agree to its terms.**

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Parent/Guardian/Individual’s Name (Please Print) Date

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Parent/Guardian/Individual’s Signature