



Policies

- If a lesson needs to be canceled, regardless of the reason, we require that you give the instructor 24-hour notice of cancellation. **If no notice is given to the instructor, or, the lesson is canceled the day of by the student/guardian, the lesson instructor is NOT required to make the missed lesson up. If ample notification is given to the instructor, you may work with the instructor to make up the missed lesson at their discretion.**
- Upon scheduling, all lessons must be paid for in full. If a lesson has not been paid for 24 hours prior to the scheduled time, that time will be released.
- All lessons purchased per semester **must be completed** by the final date of the semester. No incomplete lessons will be made up or refunded after the end of the semester. If by the end of the semester, the student has not completed all of their paid-for lessons, the Academy will allow a two-lesson roll over for the following semester.
- Students arriving late will not have their lesson time extended. If a student is late by more than half of their lesson, the lesson time will be forfeited.
- The Academy will follow the Hamilton County school system calendar, suspending lessons on major breaks. The Academy will also suspend lessons if the county cancels classes due to inclement weather.
- We encourage clients to send the Academy any conflicts at the start of the semester.

Signature of Participant

Date