



# Attendance Policy

We require 100% attendance to graduate and receive a certificate of completion from our program. Class attendance will be taken throughout the training.

In the case of any emergency absences, please notify the studio owner immediately. If a student has planned absences that conflict with attendance in the program, please contact the studio owner to discuss options.

## **Withdrawal Policy:**

If a student wishes to withdrawal from our program for any reason, they must first contact the studio owner to discuss their reasons for withdrawal. Refunds will be given in accordance with the program's refund policy.

## **Termination from Program:**

The program may decide to terminate any student's participation in the program if: (1) false information was used in the admission process that materially affects the program; (2) a student is absent for more than 2 consecutive days without contacting the program director; (3) the student fails to make timely payments of tuition.

If the program decides to end the student's participation in the program, the student is not entitled to any prior payments or fees. All prior payments and fees are non-refundable and non-transferable.

## **Termination from Program: Bad Conduct**

No refunds will be given if the program removes a student from the program for bad conduct. Bad conduct is violation of the Code of Conduct, gossip, harassment, bullying, or any other behavior that is inappropriate or disruptive to the welfare of the program or to fellow students.

