



Lopez Studios Inc.

Performing Arts Preparatory School

PRIVATE LESSONS MAKE-UP POLICIES

- Lessons Cancellations/Absences will be categorized as either excused or unexcused.
- Make-up sessions will be available and guaranteed for excused cancellations/absences only.
- The following is a break-down of both excused and unexcused absences:
 - **Excused:** Teacher Cancellation, Inclement Weather, Family Emergencies
 - **Unexcused:** No shows and all other reasons.
- In the event a scheduled private lesson must be cancelled **by the student**, the student will be required to give adequate notice of such cancellation in advance by contacting the instructor using the following guidelines:
 - **Sickness/Illness-** a minimum of (2) hour advanced notice of scheduled lesson.
 - **Schedule Conflict, Pre-arranged absence, or any other reason-** a minimum of (24) hour notice of scheduled lesson.
- Students who do not show for their scheduled private lesson without giving the above required notice will be charged a **\$25 Cancellation Fee** for each incident.
- For excused absences, it will be the responsibility of the instructor and student to schedule all guaranteed make-up lessons as soon as possible throughout the season or within the (1) week make-up week scheduled at the end of the season. The studio will send out a make-up announcement prior to the start of the make-up week to inform students of times and availability.
- All unexcused cancellations/absences will be forfeited and not available for a make-up lesson. However, our instructors will **STILL ATTEMPT to** make-up even unexcused cancellations/absences when they are able, but this **IS NOT** guaranteed.
- Please keep in mind that most days offer 2-3 more lessons beyond the 32 lessons per season/16 per semester based on how the calendar falls. So, in most cases, excused cancellations/absences will only be scheduled once these have been exhausted. There is also no penalty for students who have more lessons scheduled than the tuition is based on.