

INFINITY STUDIOS CLT

Attendance Policy

Objective

The purpose of this policy is to set forth the Infinity Studios CLT policy and procedures for handling student absences and tardiness to promote the efficient operation of the company and minimise unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each student at Infinity Studios CLT. Students are expected to report to lessons as scheduled, on time, and prepared to begin the lesson. Students also are expected to remain at their lessons for their entire lesson. Late arrival, early departure, or other absences from scheduled lessons are disruptive and must be avoided. This policy does not apply to emergency absences.

"Absence" is defined as the failure of a student to attend a lesson when he or she is scheduled for a lesson. Please provide at least 24 hours notice in advance of an absence and book a makeup lesson on the Infinity Studios CLT Lessons page. Should an emergency take place and the student is unable to attend a lesson, please contact us immediately and the student will have an opportunity to make up the missed lesson within the two weeks directly following the emergency absence. We will be unable to make up any lessons missed without notice.

Students with three or more consecutively missed lessons without prior notice will be considered to have voluntarily terminated the service agreement and will be subject to the termination of their weekly scheduled lessons.

Severe Weather

In cases of severe weather, should the facility remain open for students, we rely on the discretion of the student and release all liability.

Unexpected occurrences and acts of God will be handled per situation.