

STUDENT ATTENDANCE & MISSED CLASS POLICY

The Studio's courses are delivered as structured, scheduled group programs. Regular attendance is important because each class builds on skills introduced in previous sessions.

Please read this policy carefully before enrolling.

1. ATTENDANCE

Students are expected to attend all scheduled classes and arrive on time. For a 12-week course, students must attend **at least 10 of the 12 scheduled classes** to qualify for a Course Completion Certificate.

2. MISSED CLASSES

We understand that illness, work, family responsibilities and unexpected circumstances can sometimes result in an absence. However, **classes missed by an individual student cannot be rescheduled or replaced with private or additional teaching sessions**. The Studio does not provide individual makeup classes.

3. CATCHING UP

Students are responsible for catching up on work missed because of an absence. Where appropriate and available, The Studio may provide relevant exercises, project instructions or learning materials to help a student catch up independently. These materials do not include replacement teaching or an individual repeat of the missed class.

4. REFUNDS AND CREDITS

Tuition covers the student's place in the complete scheduled course. **No refund, partial refund, credit or reduction in tuition is provided for classes missed by the student.**

5. REPEATED ABSENCE

Students who miss more than two classes may continue attending the remainder of the course but will not normally qualify for a Course Completion Certificate. Completion certificates confirm satisfactory participation in the program and are therefore subject to the attendance requirement.

6. EXCEPTIONAL CIRCUMSTANCES

If a student experiences a serious or extended illness, family emergency or other exceptional circumstance, they should contact The Studio as soon as possible. In exceptional cases, The Studio may consider allowing the student to transfer to a future cohort. **Transfers are considered individually, are subject to availability and are not guaranteed.**

7. CLASSES CANCELLED BY THE STUDIO

If The Studio cancels a scheduled class, **The Studio will arrange a replacement or rescheduled session.** Students will not lose instructional time as a result of a class cancelled by The Studio.

8. STUDENT RESPONSIBILITY

By enrolling, students accept responsibility for managing their attendance and catching up independently following any missed class. The Studio will provide the scheduled teaching program and reasonable learning support but cannot provide additional private teaching to replace sessions missed by individual students.



STUDENT ACKNOWLEDGEMENT REQUIRED DURING REGISTRATION

Students will confirm during registration that they have read, understood and accepted The Studio's Student Attendance & Missed Class Policy.

The Studio Production PLC | www.thestudioproductionplc.com