



Moura Music Studios Inc.

102 King Street West,
Bolton, Ontario
L7E 1A2

Make Up Policy – 2016/2017 Season

- Each teacher shall accommodate only two makeup lessons within the 2016/2017 studio year
- Any cancelled lesson by a teacher **MUST** be made up
- In order to achieve eligibility for a make-up lesson, a parent or guardian must give at least 24 hours notice prior to the lesson
- A late cancellation within 24 hours of a scheduled lesson will not be eligible for a make-up
- A missed lesson with no notification is not eligible for a makeup
- If a teacher cancels a lesson he or she will make up that lesson.
- Absolutely no make-up lessons will be issued after June 23, 2017
- Please note that 're-scheduling' a regularly scheduled lesson to another time slot/day is considered a cancelled lesson
- No make-up lessons are permitted for group classes.
- Students, who are registered in semi-private lessons or every other week lessons, are not eligible for make-up lessons.
- Once a makeup lesson is scheduled it will **NOT** be rescheduled unless more than 24 hours notice is given.

Please note that we have qualified substitute teachers that may conduct the makeup lessons for each student. Each teacher is a part of Moura Music Studios. In the event of a makeup lesson with substitute teacher, he or she will be well informed of the student's studies and individual goals. This policy is to ensure a professional and consistent educational atmosphere for each student.

Please sign below to accept the policy indicated above. A signed copy of the Make-up Policy must be returned the first day of lessons. Thank you for your kind understanding and co-operation in this matter.

Student name: _____

Parent/Guardian Sign: _____

Date: _____