

Absence / Make-Up Policy

Dear Parents, we always thank you for your support for Harmony Road Music School to enhance and develop musical potential your children at our school. Last year, we have experienced excessive difficulties in rescheduling makeup classes due to numerous amounts of students' absences and schedule conflicts. For that reason, we officially re-announce policies regarding to make-up class and absences. We kindly ask you for understanding and cooperation with our policy.

Please be responsible and keep the commitment of your lesson time

I. *Same Day Cancellation / No Show Policy*

We understand that there are times when you miss a class due to emergencies or unforeseen situation. However, if you **FAIL** to call in prior of **48 hours (for example, calling 1-2 hours before or in the morning about your absence on the day of your lesson)**, the absence will be considered as **SAME DAY CANCELLATION**, and **NO MAKE-UP CLASS ARRANGEMENT will be held, NO CREDIT will be transferred, and NO REFUND will be made.**

Harmony Road will not provide Make-Up classes for same day cancellation because, **firstly**, it is breaking the **COMMITMENT** (check our school policy as reference) that student made with the teacher and **secondly**, same day cancellation **DISSIPATES** teachers' time, effort and respect.

If you cancel due to emergency, we will only provide a Make-Up class by **PRESENTING OFFICIAL DOCUMENT** or any evidence that proves your situation. Absence due to sickness can be made up only by **providing medical receipt AND under the agreement of instructors. (BIRTHDAY PARTIES, PLAY DATE, OR STUDENT'S OTHER ACTIVITIES ARE NOT CONSIDERED AS AN EMERGENCY.)**

NO Exceptions will be made without proper process and discussion with the office.

II. *Planned Make-Up Class Policy*

We understand that you have to cancel the class due to the plans made ahead. We provide **ONE** Make-Up class for planned absences **per semester (18 weeks)**. It is your obligation to inform **BOTH OUR SCHOOL OFFICE and TEACHERS in prior of 48 HOURS** for your absences to schedule your make-up class. If you **FAIL** to inform 48 hours before to both school office and your student's instructor, we will **NOT** provide a Make-Up class. **If the class is not cancelled at least 48 hours in advance, you will lose a class without having make-up class.**

***** NO CREDIT will be transferred, and NO REFUND will be made if you FAIL to follow addressed policy above and the policies on the registration form¹. *****

With my signature below, I affirm that I have read and understood all policies of Harmony Road Music & Art.

Print Name of Student Signature Student/Guardian / /
Date

Signature of Harmony Road Music & Art Office / /
Date

한국어 뒷면 참조

¹ Registration form of Harmony Road Music & Art has been lastly revised on 08/23/2017

Absence & Make-Up Policy



그 동안 저희 Harmony Road 음악학원을 신뢰해주시고 자녀들 음악교육에 후원해 주신 학부모님께 감사드립니다. 지난 해, 학생들 보충 수업 시간표 조정에 많은 어려움이 있었기에 아래와 같은 학원 규정을 정확히 공지해드립니다. 학부모님들의 이해와 협조 부탁드립니다.

* 원활한 레슨 진행을 위해 수업시간을 잘 지켜주시기 바랍니다.*

I. Same Day Cancel 혹은 No Show Up Policy

Same Day Cancel 혹은 No Show Up은 보충수업을 해드리지 않습니다.

응급상황으로 인한 결석만 Official Document를 오피스로 가져오시면 선생님과 함께 검토 후에 보충수업 여부를 결정해드립니다:

Ex): 응급상황으로 해당 안되는 사유

- 생일파티
- Play Date
- 다른 방과 후 활동으로 인한 당일 시간 변동
- 당일 아침이나 레슨 1-2시간 전에 취소

II. Planned Make-Up Class Policy

반드시 48시간 전에 오피스와 선생님에게 알려주신 결석만 한 해서 한 학기 (가을학기&봄학기)에 한 번 보충수업을 하실 수 있습니다. 하루 전이나 당일에 알려주시는 결석은 Official Document 없이는 보충수업 해드리지 않습니다. 모든 Make-Up Class는 6월 달 Make-Up Week (06/20/2018 – 06/30/2018) 동안 진행되며 종료됩니다. 7, 8월은 여름학기가 시작됨으로, 보충하지 못한 모든 Make-Up Class는 6월 이후에 하실 수 없습니다.

모든 결석으로 인한 레슨비는 환불 및 Credit Transfer O/ 불가능합니다.

NO CREDIT will be transferred, and NO REFUND will be made if you FAIL to follow addressed policy above and the policies on registration form².

Please sign on the front

² Registration form of Harmony Road Music & Art has been lastly revised on 08/23/2017