

## ATTENDANCE POLICY

Attendance and participation are MANDATORY. Students are required to complete 30 hours of classroom instruction. Unexcused absences or habitual tardiness may result in expulsion from the program (no retakes or refunds will be offered to an expelled student). Students who are more than 10 minutes late will be considered absent.

In case of illness and a student cannot attend a scheduled class, a doctor's note is required to reschedule the session.

**Make-up classes will be scheduled based on availability and at the discretion of the instructor.** This helps us maintain our scheduling integrity and fairness for all students.

**When you register for class, you agree to these terms.**

## USE OF HOURS/SESSIONS POLICY

All package sessions purchased must be utilized within one year from the date of scheduling. Single lessons and car rentals must be utilized within one month of purchase. This is to ensure the effective use of our services and to provide timely training to all students.

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