



Laurel School of Music
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VACATION REQUEST/MISSED LESSON POLICY

1. **VACATION REQUEST.** In order to get a CREDIT for a Vacation Day a **The Request must be in WRITING.** The Student must either:
 - a. **SUBMIT a Vacation Request 24 HOUR Prior to the Lesson time and Date.** or
 - b. **E-mail the Director at schedule@laurelschoolofmusic.com submitted 24 HOUR S Prior to the Lesson time and Date.**
2. **PHONE MESSAGES** for a Vacation Requests **WILL NOT BE ACCEPTED.** Vacation Day Credits **WILL ONLY BE ACCEPTABLE IF IN WRITING.**
3. **CALLING THE DAY OF THE LESSON.** Although we appreciate Student's calling ON THE DAY of their lesson to inform the School that they will be absent, **THIS WILL NOT GIVE YOU A VACATION CREDIT .**

CALLING or NOTIFYING THE SCHOOL THE DAY OF THE LESSON TO CANCEL WILL NOT RESULT IN A CREDIT. We must still charge you for the lesson.

The School must protect the time and schedule commitments of its Instructors. Please feel free to call the Director for any questions you may have concerning this policy.

TERMINATION OF LESSONS POLICY

If a Student decides to terminate lessons, **WRITTEN NOTIFICATION** or **E-MAIL** must be received **7 days** prior to the first lesson date cancelled. The Notification must state the **DATE OF THE LAST LESSON** or **THE DATE OF THE FIRST LESSON THAT IS DISCONTINUED.**

If a Student does not inform the School in writing of the intention to terminate lessons and lessons are scheduled, the student will be charged (up to 2 lessons) for the unexcused absences. Again, **Students MUST inform the School IN WRITING of the intention to discontinue lessons.**

***PLEASE DO NOT SIMPLY STOP ATTENDING WITHOUT NOTIFYING US.
YOU WILL BE CHARGED FOR THE ABSENCES.***