



# ATTENDANCE , CANCELLATION, PAYMENT POLICY

Thank you for your registration at Allegro Community School of the Arts. In the coming season, we look forward to serving you.

The following policies are in place to support both our students and instructors, to ensure an environment of learning, growth, and confidence.

**General Attendance.** I understand that Allegro CSA does not offer refunds or reduced tuition for classes missed due to student absence; in addition, instructors are not obligated to provide makeup lessons for those classes or lessons missed due to student absence, but may choose to do so at their discretion. Make-up classes and lessons will be scheduled promptly for those missed due to instructor absence or unplanned school closure, and must be scheduled directly with the instructor.

***Allegro CSA calls its own weather closures. Please watch the Allegro facebook page, website, and Basecamp for details. It will also be on the outgoing phone message.***

**Cancellation/Rescheduling.** I understand that notice of withdrawal from lessons or classes must be done in writing, given to the Allegro Registrar. A 2-week paid notice is required. I further understand that I have contracted with Allegro and my Allegro instructor for a permanent time slot for the school year 2019-20. Changing my lesson time during the year is dependent upon availability.

**Payment Options.** I understand that unless making payment in full, I will be required to enroll in an automatic monthly payment program through the Allegro portal.

[www.AllegroCSA.org/registration](http://www.AllegroCSA.org/registration)

Please visit AllegroCSA.org for a printable document of all our policies.

By signing this release, I acknowledge that I understand its contents and agree that these policies cannot be modified orally.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
Student name