

## MK Fencing Academy Attendance Policy

Welcome to MK Fencing Academy! To ensure that all students receive the best possible instruction and experience, we have established the following attendance policy:

MK Fencing Academy offers flexible options with available monthly packages and single lessons to suit various needs and schedules. Please note that a Waiver of Liability is compulsory for each fencer and can be found on the booking link.

### General Attendance Policy:

- 1. Regular Attendance:** Students are expected to attend all scheduled lessons as part of their package. Regular attendance is crucial for steady progress and skill development.
- 2. Punctuality:** Please arrive on time for your lessons. Late arrivals may not receive the full lesson duration, and consistent tardiness can impact progression.

### Make-Up Lessons:

- 1. Eligibility for Make-Up Lessons:** Make-up lessons are allowed for missed classes due to illness, emergencies, or unavoidable circumstances. Prior notice must be given whenever possible.
- 2. Scheduling Make-Up Lessons:** Make-up lessons must be scheduled outside of the regular package days. They must also be completed within the same month of the missed class.
- 3. Procedure to Schedule:** To schedule a make-up lesson, please contact the academy administration at least 24 hours in advance. Availability of make-up slots is subject to the coach's schedule and academy capacity.
- 4. Limitations:** Each student is allowed a maximum of two make-up lessons per month. Unused make-up lessons do not carry over to the next month.

MKFA Fencing Academy

Venue: Hamdan Sports Complex

Office: BAY SQUARE, Business Bay, 8th Floor, Building no. 2, office 835 ; P.O.Box 340880

Email: [fence@mkfencingacademy.com](mailto:fence@mkfencingacademy.com)

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**5. Non-Refundable:** Make-up lessons are non-refundable and cannot be exchanged for monetary value or credits.

### **Missed Lessons:**

**1. No-Shows:** If a student misses a lesson without prior notice, it will be considered a no-show. No-shows are not eligible for make-up lessons and the lesson will be forfeited.

**2. Extended Absences:** For planned extended absences (e.g., vacations), please inform the academy administration in advance to discuss possible arrangements.

### **Communication:**

**1. Notification:** Parents or students must inform the academy of any absences as soon as possible. This can be done via phone, email, or in-person.

**2. Updates:** The academy will communicate any changes in the schedule or coach availability in advance to the best of our ability.

### **Bookings:**

**1. Booking Portal:** All bookings, including regular lessons and make-up lessons, must be done through the official booking portal here: <https://www.mkfencingacademy.com/book-a-session/> . The Waiver of Liability is also available at this link and must be *completed by all fencers*.

### **Exceptions:**

**1. Special Circumstances:** In cases of prolonged illness or other significant issues, please contact the academy administration to discuss potential exceptions or special arrangements.

By adhering to this attendance policy, students can make the most of their training and achieve their fencing goals. Thank you for your cooperation and commitment to excellence at MK Fencing Academy.

For any questions or further clarifications, please contact our administration office on [fence@mkfencingacademy.com](mailto:fence@mkfencingacademy.com)