The Traveling Dojo

Attendance Policy

Effective January 1, 2027

Definitions

Student Absence Credit: a credit earned when a student misses a scheduled class, as described in the *Student Absence Credits* section.

School Cancellation Credit: a credit issued when The Traveling Dojo cancels a class, as described in the *Holidays, Closures, and School Cancellations* section.

Credit(s): both types, unless a section names one type specifically.

Notify / notice: telling your instructor by text, email, or in person.

Tuition and Attendance

Monthly tuition reserves the students' place in their selected program and supports the ongoing operation of The Traveling Dojo. Tuition is based on enrollment, not the number of classes attended. Student absences do not reduce tuition or change payment due dates.

See the *Holidays, Closures, and School Cancellations* section for holidays, closures, and school cancellations.

Student Absence Credits

How credits are earned. A student earns one (1) Student Absence Credit for each scheduled class they miss, as long as the family notifies the instructor at least two (2) hours before the class begins. If notice is not given, the school may still issue a credit at its discretion, particularly for emergencies or sudden illness.

Limits.

- A student may hold a maximum of four (4) Student Absence Credits at one time.
- Once the balance reaches four, additional absences do not earn credits until the balance is reduced by using a credit or by expiration.
- Student Absence Credits expire six (6) months after they are issued.

- Student Absence Credits have no cash value, are not transferable, and do not reduce tuition.

Exceptions for illness, injury, and emergencies. The four-credit cap does not apply to absences caused by documented illness, injury, or a family emergency, and the school may also waive the two-hour notice requirement for those absences. To request this exception, contact the school within fourteen (14) days of the first missed class. The school will respond within seven (7) days and confirm in writing whether the exception applies and how many credits are issued. Credits earned under this exception expire six (6) months after issuance, and the school will extend them if the student has been unable to return to class. For a prolonged absence, a membership pause (see the *Extended Absences and Membership Pauses* section) may be a better fit than accumulating a large number of credits. Other unusual circumstances may be considered case by case.

Make-up Classes and Private Lessons

Using credits. Credits may be used for a regularly scheduled group class appropriate to the student's level or for a private make-up lesson, subject to availability. Credits do not extend membership or change tuition payment dates.

How to schedule a make-up.

- Group class make-ups: Let the instructor know which class you plan to attend, then show up. No advance confirmation is needed. If a class is full or not a good fit for the student's level, the instructor will suggest another class. A credit is not deducted if the student cannot participate because the class is full, is unsuitable for the student's level, or the school otherwise cannot accommodate the student.
- Private lesson make-ups: Contact your instructor or schedule through our scheduling calendar: [INSERT PRIVATE LESSON SCHEDULING LINK]. A private make-up is confirmed once it appears on the calendar. To cancel or reschedule, give at least twenty-four (24) hours' notice and the credits are kept. If a student cancels with less notice or does not show up, the credits assigned to that appointment are forfeited, unless the school cancels. The school may waive the forfeiture for emergencies or other exceptional circumstances. Other credits in the student's account are not affected.

Private lesson length and cost. A standard private make-up lesson is sixty (60) minutes. The credit cost is as follows:

- **Students enrolled in group classes**: two (2) credits, because a private lesson gives the student a full session of one-on-one instructor time rather than a share of a group class.
- **Students enrolled in private lessons**: one (1) credit. Students enrolled in private lessons may make-up their class by taking a group lesson at the cost of (1) credit.

Any other lesson length and its credit cost will be communicated before booking.

Order of use. Credits are deducted only when the student attends the make-up, except for late private-lesson cancellations and no-shows described above. The credit that will expire soonest is used first. If two credits expire on the same date, *School Cancellation Credits* are used before *Student Absence Credits*.

Availability. Make-ups depend on instructor availability, scheduling capacity, and program limitations. The school will make a good-faith effort to offer make-up options at the student's level on a regular basis. If a family holds credits but cannot find a suitable make-up opportunity within a reasonable time, they should contact the school, and the school will work with them to find one or extend the credits.

Canceled make-ups. If The Traveling Dojo cancels a confirmed make-up lesson, the credits used for it will be restored (re-issued on the date The Traveling Dojo Cancels), or the school will offer another suitable arrangement.

Credit balances. Families may ask the instructor at any time for their current credit balance and expiration dates. Credit balances are also available in the student's profile.

Holidays, Closures and School Cancellations

The Traveling Dojo's planned holidays and scheduled closures are published on its calendar:

School Calendar: https://travelingdojomartialarts.com/class-schedule

Monthly tuition accounts for holidays and planned closures published in advance. These dates do not generate credits or tuition adjustments.

If The Traveling Dojo cancels a scheduled class that is not a published holiday or planned closure, and does not provide the scheduled instruction or an agreed equivalent, affected students receive a School Cancellation Credit. The school will notify families of schedule

changes as soon as reasonably possible, and when feasible at least twenty-four (24) hours in advance.

School Cancellation Credits:

- are tracked separately from *Student Absence Credits* and are not subject to the four-credit limit;
- expire six (6) months after issuance; and
- if the student has not had a reasonable opportunity to use them before expiration, will be extended by at least sixty (60) days; if the school still cannot provide a reasonable opportunity after that, it will offer a further extension or another appropriate resolution, consistent with the enrollment agreement and applicable law.

Extended Absences and Membership Pauses

Families expecting an extended absence (for example, medical leave, military deployment, or extended travel) should contact The Traveling Dojo in advance to request a membership pause. The school will generally approve pauses for documented medical needs and military service and will consider other requests case by case.

Any approved pause, including its effective dates, billing treatment, and return date, will be confirmed in writing. Tuition will be adjusted according to the agreed pause terms. Pauses should be requested and approved in advance, though the school may approve one retroactively in an emergency. If the student does not return from a pause, no refunds will be issued, except as provided in the membership agreement or required by applicable law.

Credits held during a pause remain subject to this policy, except that expiration dates for credits held at the start of the pause will be extended by the length of the pause.

Administration

The Traveling Dojo will administer this policy consistently and in good faith.

Changes. Material changes will be communicated to enrolled families at least thirty (30) days before they take effect and will apply only going forward. Credits earned before a change keep the terms under which they were issued.

Relationship to the enrollment agreement. This policy governs attendance credits, make-up classes, and related scheduling. The membership agreement governs tuition amounts,

billing, and program enrollment. If the two documents conflict on any other matter, the membership agreement controls.

Applicable law. Nothing in this policy limits any refund, cancellation, or other right required by applicable law.

Acknowledgment

By participating in The Traveling Dojo's martial arts and self-defense programs, you agree to abide by this policy. Your cooperation helps us maintain a safe, respectful, and productive environment for all.