



ROBINSON'S

KARATE SCHOOLS

April 15th, 2008

Dear Parents and Students,

It is hard to believe that spring is officially here. Before we know it, summer will be upon us, schools will be out for the summer and we will be enjoying our summer holidays.

We would like to take this time to review our existing and new policies for missed classes. We provide a year round program and we DO NOT cancel payments for leisure time away from classes, so please read the following policies regarding time off.

1. Any students wishing to take time off must provide in writing, the details including the last day you will train, and the date you will return to training. We will continue to take your monthly payment and upon your return, you will be provided with two 30 minute private classes for each consecutive 30 days you are absent from classes. These private lessons will allow students to review their curriculum and gain the confidence to resume regular classes. Private lessons will be booked during a time slot that is convenient for you either during the day or evening.

Students who are absent for less than 30 consecutive days do not qualify for private classes, payment credits or time added to your program. Our weekly schedule is flexible and should allow you to increase your classes around the time of your absence to keep your training current.

2. Students who miss classes and are enrolled in our Private Program or Personal Fitness Training Program, are not eligible for any make-up classes. When students choose private classes, the time slot you choose is reserved exclusively for you. To insure fairness and respect for the time slots of other students, time does not permit these classes to be made up.

As a reminder, junior day classes are offered throughout the summer to allow for flexibility in training schedules. Please remember that we encourage all of our students to train consistently throughout the year for maximum results. This helps you stay focused on your goals and we are happy to assist you in exceeding them.

Sincerely,

Chris Robinson

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