

W STUDIOS

POLICIES & PROCEDURES

REGISTRATION

- Classes open for registration **48 hours** in advance, and attendance is taken by the instructor. If clients are not on the roster, they must register with the front desk staff before joining the class.

LATE ARRIVALS

- Late entry beyond **5 minutes** is prohibited. Studios will be locked* 5 minutes after the scheduled start. Do not knock or signal for entry after this window, as we want to maintain a peaceful and respectful environment for all.

**Locking mechanism allows those inside to exit freely*

NO SHOW & LATE CANCELLATIONS

- A **\$15** fee will be applied for any no-shows, and a **\$5** fee will be applied for cancellations made less than **2 hours** before class.

WAITLIST ETIQUETTE

- If you are on a waitlist, you will receive a notification **no later than one hour before the class begins** if you have been added to the roster.
- If you are added to a roster but are no longer able to attend, you must **remove yourself** from the roster; otherwise, the \$15 no-show fee will apply.
- If you are on the waitlist and can no longer attend, please remove yourself **two hours** prior to class start time to avoid being added to the class and incurring the \$5 cancellation fee.