

## MAKE-UP CLASS REQUEST

Name of child(ren):

### Missed class

Course:

Day:

Time:

### Date(s) preferred for make-up class

Course:

Day:

Time:

This make-up class is required due to:

SICKNESS  OVERSEAS TRAVEL

- We must be informed **one day in advance and in writing** of classes to be missed so that we can schedule the make-up classes and inform our teachers. Classes missed without proper notice will **not** be made-up later
- A **maximum of one make-up may be made per month**, regardless of the reason for the make-ups
- Make-up classes must be taken within the one-month term and cannot be carried over to the next term
- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class. Space available is on a first come, first served basis
- We cannot reschedule a missed make-up class
- Make-up classes cannot be accumulated to offset the tuition fees for the following term

Signature of parent/guardian

Date

Office Use: Class List  Database

Confirmed By \_\_\_\_\_ (phone/person)

Date: \_\_\_\_\_

C-E-005/2010