

MAKE-UP CLASS REQUEST

Name of child(ren):

Missed class

Course:

Date:

Time:

Date(s) preferred for make-up class

Course:

Date:

Time:

This make-up class is required due to:

SICKNESS **OVERSEAS TRAVEL**

- We can arrange make-up classes only for children who miss their regular class either through **sickness** or **travel overseas**. We cannot arrange make-ups for other reasons
- We must be informed at least **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 month and cannot be carried over to the next month
- 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** or **pre-arranged** make-up class
- Make-up classes cannot be accumulated to offset the tuition fees for the following month

Signature of parent/guardian

Date

Office Use: Class List Database

Confirmed By _____ (phone/person)

Date: _____

C-E-005/2011