



Date of Request \_\_\_\_\_

## Make-up Request Form

### **Make-up Policy**

Payment is expected for all scheduled lessons, regardless of attendance. *Payment for missed lessons must be presented at the next lesson or no make-up will be authorized.* Please include the appropriate documentation relating to your request. You are limited to three make-ups per core season. Make-up request forms must be turned into branch staff within 30 days of the absence.

Make-ups are authorized by the Branch Director or Branch Coordinator, in the following instances – **please check the reason for your Make-up request:**

- Student Illness
- Required School or Other Activity
- Death in the Immediate Family
- Religious Activity

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date/Time of Missed Lesson: \_\_\_\_\_

**Further details:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Please note there are no make-up lessons for the last three pre-paid credit lessons.*

Authorization signature: \_\_\_\_\_