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: ________________________________