



## Application for “Make up lessons”

To maintain our quality teaching service, all make up lessons and change of lesson date or time applications MUST comply with the following terms prior to approval.

### Terms of Make up lessons:

1. Each term includes 12 - 14 lessons, regardless of sick leave or casual leave, a maximum of 2 courtesy make up lessons can be granted with completed form and supporting documents.
2. All make up lessons must be completed within the same term of the missed lesson. Make up lessons cannot be postponed to the next term.
3. Unsuccessful arrangement of make up lessons cannot be transformed as a lesson credit.
4. Arranged make up lesson cannot be rescheduled. Regardless the reasons for the absence in the make up lesson. The arranged make up lesson would be regarded as forfeited by the applicant.
5. Sick leave – MUST provide Medical Certificate as reference.
6. Casual leave – MUST provide relevant supporting document.
7. Definition of Casual leave – Wedding (Invitation Card), School activity (Notice), Holiday (Itinerary or Accommodation booking)
8. Casual leave must be applied 4 weeks in advance; late application will not be processed.
9. Parents are responsible to contact Stanford Swim School office to organize make up lesson for their children
10. Courtesy make up lesson is a service we offer subject to availability, we offer no assurance that they will be able to be booked.

Filled by Applicant:	
Student name:	
Day & Time of regular lesson	Class:
Date of absence :	
Sick leave	1. <input type="checkbox"/> Medical certificate / Checked by
Casual leave	1. <input type="checkbox"/> Supporting document / Checked by 2. Reason _____
Preferred Day of make up class	
Applicant Declaration : I have read, understood and accept the terms as stated above.	
Applicant Signature: _____ Date: _____ Contact No.: _____	
Filled by Stanford:	
Supervisor approval	1. <input type="checkbox"/> Approve 2. <input type="checkbox"/> Not approve -- Reason
Make up lesson date & time	Date : _____ Time : _____