

MISSED LESSON REQUEST FORM

We require forty eight (48) hours notice of the cancelled lesson.

All MISSED LESSON requests will be processed by E-Mail only and be handled on a first come first serve basis.

Missed Lesson Request Forms can be submitted by:

EMAIL: send request form to yorkmakeups@zing-net.ca
OR
IN PERSON: drop off in the drop box in the barn or lounge.

Students Name: _____

Date of cancelled lesson: _____

I am available the following days of the week:

I am **NOT** available on the following days of the week:

Please contact me at the following email address: _____

I have read and agree to the makeup policies:

Signed: _____ Date: _____

Please see the back of this form for procedures on booking a missed lesson.

THANK YOU FOR YOUR COOPERATION

1. The **Missed Lesson Request Form MUST** be submitted within **7 days** of the cancelled lesson.
2. All Missed Lessons will be completed in a group lesson.
3. Makeups cannot be taken in your regular lesson time.
4. Account must be up to date in order for a makeup to be scheduled.
5. All makeups expire June 30th and will not be carried over to the summer schedule or next year.
6. Missed makeup lessons do not have a cash value and cannot be deducted from monthly invoices.
7. Missed Lessons will not be scheduled after students have left the program.

BOOKING A MISSED LESSON

1. Once we receive your request form we will contact you by email to let you know that we are in receipt of your request. Please note makeups will not be processed on Saturdays and Sundays.
2. Once a suitable lesson time has become available we will contact you by email.
3. You will then have 24 hours to accept and confirm this lesson time. If you do not receive confirmation from you within 24 hours we will offer this opportunity to the next student awaiting a lesson time
4. Once we have confirmed a makeup lesson time we expect you to attend that lesson time. Any cancelled or missed booked makeup classes **WILL NOT** be rescheduled.

*We thank you for recognizing the difficulties that scheduling cancelled lesson brings about for both you and us.
In an effort to minimize scheduling difficulty we ask that students strive to attend their regularly scheduled lessons on an ongoing basis*

THANK YOU FOR YOUR COOPERATION