

**School Regulations**

No make-up classes will be arranged during summer semester. During other semesters, minimum one week's advance notice in writing or doctor's sick leave certificate has to be given. Schedule will be subject to availability of places and only a maximum of two 1-hour make-up classes (either Lectures, Chapter Tests, Grade Tests or Mid-term/Final Exams) per 20-hour course shall be accommodated without charge. Additional make-up classes can only be arranged at discretion of InfoKids and shall be charged. For the remaining absent classes, only homework will be given. Students can direct any questions to the tutors during virtual class sessions.

**InfoKids discourages the unnecessary use of make-up lessons.**

1. As many of the classes are full, application for make-up lessons to those classes will not be entertained.
2. Application for make-up lesson, based on academic reasons only with written proof from your school, shall need to be approved at InfoKids' discretion. Non-academic reasons or failure to provide written proof shall not receive approval.
3. Students who have used up their quotas on make-up lessons for a course shall need to pay in advance when they apply for additional make-up lessons. (If NOT available, fees paid will be refunded.)
4. The approved form has to be shown to the tutor in charge in the make-up class. Failure to produce the approved form shall result in non-admission to the class. (Students should go to the reception to collect the approved form when attending the make-up class.)

**Application for Make-up Classes**

To: InfoKids Date applied: \_\_\_\_\_

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

	Course	Date	Day	Time	Lecture No./ Chapter Test No.
Original class					
Make-up Class applied					

<input type="checkbox"/> <b>1<sup>st</sup> or 2<sup>nd</sup> make-up class</b> Reason (please ✓ one) <input type="checkbox"/> sick (please attach medical certificate) <input type="checkbox"/> academic reason (please attach supporting documents from school)
<input type="checkbox"/> <b>3<sup>rd</sup> make-up class onwards</b> Reason (please ✓ one) <input type="checkbox"/> sick (please attach medical certificate) <input type="checkbox"/> academic reason (please attach supporting documents from school)  Payment for the additional make-up class: <input type="checkbox"/> cash <input type="checkbox"/> cheque (No. _____ Amt: _____ ) (payable to <b>INFOKIDS</b> )

<b>For Office Use Only</b>		Date received:	Initial	Date
One week's notice: <input type="checkbox"/> one week + <input type="checkbox"/> < one week				
Supporting documents: <input type="checkbox"/> medical cert <input type="checkbox"/> school document <input type="checkbox"/> not yet received				
Payment for 3 <sup>rd</sup> make-up class onwards: <input type="checkbox"/> cash <input type="checkbox"/> cheque No. _____ <input type="checkbox"/> not yet received				
Availability: <input type="checkbox"/> available <input type="checkbox"/> NOT available				
Approval: <input type="checkbox"/> approved <input type="checkbox"/> NOT approved				
Recorded in Student List file (office)				
<b>Original Class Tutor:</b>	Rm: _____ Lect. No. _____ <input type="checkbox"/> recorded in Class Roster			
	Log-in: _____ PW: _____ <input type="checkbox"/> HW <input type="checkbox"/> Ch test ( _____ )			
<b>Make-up class Tutor:</b>	Rm: _____ Lect. No. _____ <input type="checkbox"/> recorded in Class Roster			
	Received: <input type="checkbox"/> marked HW <input type="checkbox"/> new HW <input type="checkbox"/> Chapter Test			
	<input type="checkbox"/> recorded on white board			
<input type="checkbox"/> if approved, inform parents: - Make-up Class details - to collect the approved form before attending the make-up class		<input type="checkbox"/> if NOT available /NOT approved - Inform parents to pick up HW - Virtual Class (VC) time: _____		
<b>Make-up Class</b>	Date: _____ Time: _____	Rm: _____	Present/Absent	