



Makeup Lesson Request Form

Student's Name: _____

Date of cancelled lesson: _____

I am available the following days/times of the week:

Please contact me at the following email address:

I have read and agree to the makeup lesson policies:

Signed: _____

Date: _____

***Please see the back of this form for policies on
booking a makeup lesson.***

Makeup Lesson Policies

1. Notification of missing a lesson must be provided at least 24 hours before the scheduled lesson
2. All makeup lesson requests will be processed by email and be handled on a first come, first serve basis
3. All Makeup Lesson Request Forms must be submitted within 7 days of missed lesson
4. Account must be up to date for a makeup lesson to be scheduled
5. Missed lessons do not have cash value and cannot be deducted from monthly invoices
6. 10 makeups are available between September 1st to June 30th
7. All makeups expire within 6 months

Booking a Makeup Lesson

1. All request forms can be sent to makeups@harrogatehills.com OR put into the 'Makeup Lesson Request Form' box in the lounge.
2. Once we receive your request form, we will contact you by email to let you know that we are in receipt of your request.
3. Once a suitable lesson time becomes available, we will contact you by email.
4. You will then have 24 hours to accept and confirm this lesson time. After 24 hours, we will offer the makeup lesson time to the next student awaiting a makeup lesson.
5. Once we have confirmed a makeup time, we will see you then! Any cancelled or missed makeup lesson will NOT be rescheduled or refunded.

Thanks for understanding the complications involved in rescheduling cancelled lessons for all concerned.

In an effort to minimize scheduling difficulties, we appreciate students attending their regularly scheduled lessons.

Thank you for your cooperation!