

NEW YORK FILM ACADEMY

REQUEST FOR MAKEUP CLASSES

Workshop students may apply to a maximum of two make-up classes and conservatory students may apply to attend a maximum of five make-up classes. In rare instances, additional make-ups may be offered, for a charge, based on the reason for the absence. This additional charge will be an hourly rate and will not exceed the program tuition divided by the number of hours approved for the program.

Name:

Date:

Program:

Season (if applicable): SPRING SUMMER FALL Year (if applicable): 2017 2018 2019

Section (if applicable): A B C D E F G H I J K L Semester (if applicable): 1 2

Makeup classes requested:

___ classes needed in subject:

___ classes needed in subject:

___ classes needed in subject:

Reason for request (check one):

___ Legal issue - (documentation required) ___ Medical issue (documentation required)

___ Family emergency (documentation required) ___ Other (describe below:)

Requested action (check one):

___ Class(es) provided free of charge (documentation required)

___ Group class(es) based on availability – billed per hour at the at-cost amount per hour of the program (

FOR OFFICE USE ONLY – DIRECTOR APPROVAL REQUIRED

Received by:

Date:

CHAIR RECOMMENDATION: APPROVED DENIED

RECOMMENDED ACTION: _____

CHAIR REASON: _____

DIRECTOR APPROVAL: APPROVED DENIED

APPROVED ACTION: _____

DIRECTOR SIGNATURE:

FINAL CHARGE TO STUDENT: _____