

Missed Class Policy

In the event that a student is unable to attend a class, every effort will be made to arrange an alternative time for the student to make up the class that they have missed. However, please note the following points:

- Students are asked to give as much prior notice as possible of any planned absence. This provides an opportunity to coordinate with other students who have requested a make-up class.
- To avoid compromising the class size, and due to the limited workshop space, no guarantee can be given that a make-up class will be available.
- Any missed class must be made up within the term.
- No more than two make-up classes can be offered per student within a term.
- Although we like to maintain small class sizes, on occasion an extra student may attend for the purpose of a make-up class. In this event, to avoid disadvantaging the regular students in that class, instructors may not be able to provide the student doing the make-up class with the same level of attention.
- No refund will be given for missed classes.