

NORTHERN CALIFORNIA SCHOOL OF MUSIC

STUDENT ABSENCE FORM SUMMER 2010 (use between 6/1/10 – 8/31/10 only)

Student's name : (Last) _____ (First) _____

Teacher(s) name : _____ Length of Lesson : _____ min

Lesson Day & Time : (Day) _____ (Time) _____ AM / PM

Date(s) of Excused Absences : _____
(Please Print Each Date Clearly)

Date(s) of Absences to be made up: _____
(Please Print Each Date Clearly)

Total # of Exc. Absences requested : _____ (4 Absences/student/academic year, additional absences should be made up -
Make up policy applied). → Use during Summer 2010 only : **June 1 – August 31**

Note: Lesson spots can't be reserved after more than 4 Absences in a row unless Make ups are arranged.

No. of Abs to M/Up : _____

M/Up arrangement : _____

TUITION PAYMENT DURING ABSENCES (PLEASE READ)

1. Tuition is always due on the due date, so mail or drop off your tuition before the due date.
2. **Late payments are subject to late fees** as stated in our tuition policy.
3. **Absence Credit(s) are given on the following month invoice.**

Ex: if a student is taking 2 absences in June, he/she must pay the June tuition **in full** by the due date. The credits for 2 absences will be given on July's Tuition Invoice.

X _____ Date: ____/____/____

Signature of Adult Student or Student's Parent/Legal Guardian

Print Name : _____ Relationship: _____

SCHOOL ADMINISTRATION USE ONLY (Do not write below this line)

IT: ____ TM: ____

ABSENT # _____

Start Date: _____ Re-Enrollment Date: _____ Note: _____

Total # of E/A requested : → → → → → → → → → _____

of E/A allowed : _____ + _____
(2009) (2010)

of E/A approved : → → → → → → → → → _____

of Absences to be Made up : → → → → → → → → → _____

X _____ Date: ____/____/____

Director's Signature