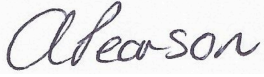


Ringwood Diving Club Policy		
Make-up classes	Approval Date:	
	Review Date:	
	Version No:	2017.1
Operations Manager:	Sign: 	Name: Avril Nel Pearson

Our policy in terms of make-up classes is as follows:

If RDC cancels a class because of a venue issue or if a coach is not able to attend the lesson, we will offer a make-up class.

We do not do make-up classes for Public Holidays or if you cannot make a lesson due to family commitments, holidays or any other reason other than extended illness or injury. Your tuition pays for your class spot regardless of attendance. Our costs do not change if you do not attend and as such there are no refunds or credits available for missed classes. Victorian Public Holidays which fall on regular class days are not charged in your bill.

If a diver is ill or injured and has a Medical Certificate which states that he/she cannot train for an extended period, we will consider doing some make-up classes where possible (depending on class numbers) or rolling over a portion of the paid fees towards the next term's fees.

We do make concessions for students doing Year 12 VCE, University or TAFE exams on application.

Make-up classes are not guaranteed, however if this does not disrupt our lessons, we will offer make-up lessons with the following conditions:

- No more than 2 per term
- Must be taken in the same term that the class is missed
- Must be booked in advance through our office by phone or email
- Are only available if a place exists in a suitable class