



Sept 28<sup>th</sup> 2010  
Attend & Absent Policy

## NOTICE

Dear Parents & Students,

For sake of effective management and operating of My Table Tennis Training School and encourage a positive learning attitude of students, **with immediately effect.**

### **For all students (including Group Lessons and One To One Lessons):**

1. All Absence Notices need to be submitted through 'Contact us' page on our website <http://mytabletennisclub.ca/en/contact/index.php> 24 hours before the actual lesson time.
2. Absence Notice by phone will **NOT** be accepted with exception of extremely case of emergency only. There will be no make-up class for those who are absent without an Absence Notices submitted previously and properly.
3. During the whole sessions of training course, maximum 2 Absence Notices will be accepted and will allow maximum 2 make-up classes without extra charges. There will be **no** refund for any unattended class under any reason and under any circumstance.
4. In case of a temporary suspension during the training course for some special reasons, please inform the School with the date and reasons during the registration so that special arrangement can be made for the student.
5. Please check in 5 minutes before the lesson starts at the School Office.
6. In order to streamline all the training lessons for the day and for the fairness of all other students, there will be no make-up time for those late coming students.

Hope all students have progressive and enjoyable training lessons.

MyTTC Training School  
<http://mytabletennisclub.ca>

<p><b>MY Table Tennis Club (Markham)</b> Unit 6-9, 80E Centurian Drive Markham, Ontario L3R 8C1 (905) 948 9883 <a href="http://www.mytabletennisclub.ca">www.mytabletennisclub.ca</a></p>	<p><b>MY Table Tennis Club (Mississauga)</b> 2436 Haines Road Mississauga, Ontario L4Y 1Y6 (905) 566 9883 <a href="http://www.mytabletennisclub.ca">www.mytabletennisclub.ca</a></p>
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