



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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reception@wellpark.co.nz

APPLICATION TO MAKE-UP MISSED SESSION(S) FORM

All clinical programmes and practical sessions require 100% attendance, including on-campus intensives (e.g. massage, herbal manufacturing, gardening sessions, cooking, yoga etc.). If 100% attendance requirements are not met, the student may be assessed as Not Yet Competent (NYC) for this course.

In some cases, a **missed practical** or **on campus immersion** session may be able to be made up at the student's own cost. The hourly rate for make-up missed sessions is \$60. The time required will be decided by the Tutor with the Programme Leader and will be content dependent. Any other resources costs associated with the practical session will be additional to the fee.

To apply to Make-up Missed Practical session(s) please complete the following Form and hand in at Reception. The process that follows will be:

- Student submits the completed Application to Make-up Missed Session(s) Form to Reception
- Reception passes Form to Programme Leader for approval by Academic Manager,
- On approval, the Programme Leader speaks with Tutor and identifies cost of tuition and time required to cover content effectively; then contacts student and advises,
- Programme Leader advises Accounts of cost. Invoice is emailed to student,
- Student makes payment in full (at Reception or direct into Wellpark online bank account),
- Accounts advise Programme Leader that payment has been made, and a make-up session or sessions will then be scheduled,
- Programme Leader contacts Tutor for suitable time and advises student,
- All practical sessions must be completed within the Semester that the course has run.
- Several students can share cost of tuition and any additional costs (Please note: a separate Application Form is required for each student)
- If student does not pay the fees or make up outstanding practical session(s), then the student is deemed either a FAIL (this is due to time constraints for completions). The student is then required to repeat the course.

STUDENT TO COMPLETE THIS SECTION WITH THE PROGRAMME LEADER

Student Name	Student ID
Date	
Programme of Study	
Type and Year of Qualification (e.g. Degree, Year 3)	
Programme Leader	
Lead Tutor name	
Course code and title (e.g. NT101 Foundations of Naturopathic Practice)	

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Assessment name and No.		
Session(s) missed		
Catch-up dates and times		
Cost and timeframe for make-up class (e.g. 2 hours @ \$60 per hour)		
Any other resource requirements (e.g. cooking ingredients at student's cost; relates to which assessment etc.)		
Invoice paid (requires sign off by Accounts)	Amount:	Signature:

Student signature:

Programme leader:

Date:/...../.....

ADMINISTRATION USE ONLY

Lead Tutor reports to Faculty Support on completion of missed sessions
 Faculty Support amends Attendance roll on SMS
 Completed form uploaded to SMS under Student Name and ID