San Francisco Institute of Esthetics & Cosmetology

MAKE-UP HOURS

To avoid excessive overtime charges and to ensure an on time graduation, students can makeup hours during course times the student is not normally scheduled for attendance. (For example: evening classes for full time day students). Students must maintain their scheduled hours to qualify for additional hours and communicate by messaging the learning leader teaching the class, or sign up on the makeup sign up sheet posted 1 week prior before attending another scheduled class or clinic class room time.

Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed and the name of the Learning Leader who supervised the make-up time.