

**Genesis Real Estate School Make-up work policy**

Make up work will only be allowed for prelicense courses. Attendance will be taken in the morning and after lunch to ensure all registered students are present. The instructor will be responsible for ensuring all students remain accounted for during the class.

1. A student will be allowed to make-work in the form of assigned extra homework if these requirements are met:
	1. The instructor and provider agree the reason for absence is excusable and viable.
	2. The amount of time missed is 2 hours or less.
	3. The homework consists of assigned essays or quizzes outlining the portion of class the student missed. The amount of homework will directly correspond with the amount of time missed.

Any missed time from class will be documented by the instructor and kept in the records of the school for that student. If the student is granted make-up work, all copies of returned, completed work will be kept in the same file.

1. If a student misses more than 2 hours of class time but not more than 9 hours, the student will be able to make up the missed time during the re-instruction of the same topic and time frame in the next prelicense session provided it is within 90 days and:
	1. The instructor and provider agree the reason for absence is excusable and viable.
	2. The amount of time missed is 9 hours or less.
2. Any student that misses more than 9 hours of instruction during pre-license, will not be able to make up work and will forfeit time spent in class.

Any student making up work or class time will complete the course and test with the rest of the class. No certificates of completion will be awarded until all make-up work or class time is completed, documented, and recorded within the student’s file.