

## ATTENDANCE POLICY

Roll call will be as follows: 1) Monday classes are from 10:00 am to 5:00 pm so students need to arrive at school no later than 9:45am and clock out no earlier than 4:55 pm.

2) Tuesday to Friday classes are from 5:00 pm to 9:00 pm so students need to arrive at school no later than 4:45 pm and clock out no earlier than 8:55 pm.

- For every day of absence or tardiness you are required to phone the school no later than 10:30 am on Monday and no later than 4:30 pm Tuesday to Friday, giving a reasonable explanation for your absents.
- Any student **absent for more than 2 days** will require a doctor's note upon returning to school.
- Any student **absent for a period of three weeks**, no matter the reason, will be advised of a withdrawal from studies.
- Any student **absent from studies during a demonstration of any kind** will have to wait until that part of the program is reviewed again. We will not hold back studies for absent students. It will be your responsibility to catch up.
- **Any absent time will be made up at the end of the program, requiring the student to pay the sum of \$50.00 per day to achieve the recommended allotted time to complete their chosen program.**
- **There will be an additional 20% late payment fee, per day, added to any monthly tuition not received by the date due on the contract.**

Signature of Student: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_  
(for applicants under 17 years of age)

Signature of Institution Representative: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Minimum requirement for enrollment is 16 years of age or Grade 12 as stated in the brochure.