

Attendance Policy

ICCS College of Canada

04657

Name of Institution

Institution Number

Attendance Policy

Oct 20, 2022

Name of Policy

Effective Date

Revision Date

Director, SEA, instructor

Position(s) Responsible for Administering this Policy

Policy

Students are required to maintain punctuality and regular attendance in order to meet course graduation requirements.

If a student is absent for a total of 10% of the school days due to unauthorized absences the student will be dismissed. Authorized absences are absences due to medical emergencies, or family bereavement, and for which documentation has been provided. Instructors may also authorize absences at their discretion.

If a student is absent for ten consecutive school days without informing ICCS College of Canada, they will be considered dismissed. ICCS College's refund and dismissal policies will be followed.

Procedure:

If a student is absent, they must inform their instructor either in person or via email or phone. Should the instructor be unavailable they may inform the Director who will notify the instructor. The instructor will then decide if the absence is authorized or unauthorized and collect any documentation from the student if needed.

When a student has been absent for 5% of the school days due to unauthorized absences, the student will receive a written warning from the instructor. Warnings will be kept in the Student File. Once the student has been absent for a total of 10% of the school days, or ten consecutive days due to unauthorized absences the student will be dismissed by the Director, and ICCS College dismissal and refund policies will apply.

Students who are funded by a third party may be required to meet additional attendance requirements if prescribed by their funder. In such cases, ICCS College will report student absences to the funding source.