

## **ATTENDANCE POLICY**

Our program expects students to be on time for class, after breaks, and after lunch. Please let our faculty know if you will be late.

Students are encouraged to have 100% attendance. However, we understand that students have important commitments outside of the classroom or that "Life" happens. Should extenuating circumstances impact attendance, students are permitted to miss class, provided they work with us to make up any missed hours at the students own expense. Students are responsible for rescheduling missed hours to make up any course material they have missed.

If a student needs to miss any training session, he or she must speak to us before the beginning of the session. Absences may be made up at the next teacher training that we host. Students recognise that, if they miss training hours that they have not made up, they will not graduate from the program. Make up training sessions must be completed within 24 months to graduate.

## **Withdrawal Policy**

If a student wishes to withdraw from our program for any reason, they must first contact us to discuss their reasons for withdrawal. Refunds will be given in accordance with the program's refund policy.

## **Termination from Program**

The program may decide to terminate any student's participation in the program if:

- (1) false information was used in the admission process that materially affects the program;
- (2) a student missed more than 20% of any subject category;
- (3) a student is absent for more than 2 consecutive days without contacting the program director;
- (4) the student fails to make timely payments of tuition; or
- (5) the student is unable to pass a test after being given 3 attempts.

If the program decides to end the student's participation in the program, the student is not entitled to any prior payments or fees. All prior payments and fees are non-refundable and non-transferable.