

Sonu Beauty College

Policy

Any student who falls below 20% attendance will be subject to review. The College requires a doctor's note from students who cite illness.

Daily attendance records are kept on file and submitted to regulatory bodies such as the Private Training Institutions Branch (PTIB), financial assistance agencies, and Citizenship and Immigration Canada, if necessary and whenever requested.

Procedure

1. Hourly attendance records are kept for each class. Three late arrivals or three early departures will be the equivalent of one absence.
2. The Student must attend a minimum of 90% of program hours to graduate.
3. Absence, late arrival, or early departure will count against their total attendance requirement.
4. If the student is absent for the first two classes of a course, he/she may be removed from the class list and will have to reschedule the course.
5. Students who miss hours will be required to make them up. Additional tuition fees will apply. All graduation requirements are needed to sit in the final exam.
6. Attendance is recorded from the first day of scheduled classes, not the first day of their attendance. If for any reason, a student begins the course late, any classes he or she has missed will be considered absences.
7. When unable to attend, the student must contact the College before the class starts or leave a message for the instructor. If a student is granted early departure, he or she must speak with the instructor prior to the departure.
8. When students are unable to attend class, they must demonstrate that there have been unanticipated and extenuating circumstances that prevented their attendance. These

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circumstances generally involve illnesses, personal emergencies, and death in their immediate family. A doctor's note must accompany absences based on illness without exception. All absences are recorded, regardless of the reason. Students who miss over 20% of class time may be withdrawn even due to illness.

9. The College is required to report any attendance irregularities to fund agencies such as but not limited to: the Provincial Student Loan Office, Workers Compensation Board, and Human Resource Skills Development Canada (EI), private insurers and Canadian Immigration and Citizenship (CIC). Poor attendance affects a student's eligibility for funding.

10. Student Loan Attendance Requirements:

a) A student will be considered withdrawn if:

- I. He/she misses two consecutive weeks of study (no attendance) or
- II. He/she drops below 60% of a full-time course load for three consecutive weeks of study, or
- III. He/she misses enough classes that College officials feel he/she cannot successfully complete the program

b) Relevant government agencies, including StudentAid BC, are notified in the event of any student withdrawal from any program. This results in the cancellation of a student loan. When a student demonstrates poor attendance, they receive a written warning from the College. The student may be put on probation, possibly leading to dismissal, where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates. This is assessed at 30% course completion and may be suggested the student withdraw if learning plans are unsuccessful.

Leave of Absence

If a student is going to be absent for more than three (3) consecutive days due to such extenuating circumstances as a family emergency or serious illness, s/he must immediately notify the College. The Senior Education Administrator will review each request, and decisions will be made on a case-by-case basis. Upon returning to studies, the student is responsible for fulfilling all of the program requirements before receiving a certificate/diploma. The College cannot guarantee that the course a student needs to complete their program will be available directly upon their return to study. Students on financial assistance must consult with the College Manager at the campus and/or their provincial aid authorities as a leave of absence may cause cancellation of financial assistance.

College Program Breaks

Sonu Beauty College recognizes a two-week Winter Holiday Break during December.

Funded Students

Approval from agencies is mandatory. Students who are funded by Student Loans must contact the Admission Office.

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Postponements

The College's refund policy will be applied and enforced if students are withdrawn.