

Name of Policy - Attendance Policy
Date of Implementation - DEC 01 2020
Date of Last Revision - DEC 01 2020

Director

Position(s) Responsible for Implementing this Policy

Policy:

XLNC School Of Cosmetology Inc., recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time. Students registered for full-time study are scheduled to attend classes for twenty hours each week.

Students are expected to attend classes as scheduled. Students who will be absent must contact the school by telephone 778-389-0905 before the time that they are scheduled to start class. Please carefully read the **General Rules and Regulations** in the Student Handbook, as late arrivals and missing time may accumulate. The student is responsible for completing all assignments missed during the absence. All missed hours must be made up, at the expense of the student, before receiving your transcript and diploma(s).

Absences for medical or emergency reasons are considered “excused” absences if the student provides documentary evidence of the reason for the absence such as a doctor’s note.

Absences that are not “excused” are subject to the following:

1.

a. Students who are absent for 10% of the program hours so far will receive a letter stating their attendance, and indicating the hours missed. It will be stated these hours will need to be made up. This letter will indicate that the student should attempt to come to class regularly. So there will not be any more delay in their completion of their program. If the student feels they will have problems meeting the attendance request, they should see the Director as soon as possible to find a remedy to attending classes regularly.

2.

a. Students who are absent for 15% of the program hours, so far, will receive an attendance letter, stating their attendance and indicating the total hours missed. This letter will indicate that the student must make up the missing time at the end of the program. The Director will make a recommendation to the student to commit to a part time schedule, if agreeable, a new end date will be calculated for the student’s program of study and entered in the contract. The student will sign the changes to the contract,

and obtain a copy.

b. All letters will be copied and placed into the student's file/record.

c. Any changes to the program schedule for the student; full time to part time, will be entered clearly into the enrollment contract, and a new end date will be calculated and

entered. These changes will be initialed by the student. The Director will record the date when the changes were made.

c. The student will receive a copy of the changes on the enrollment contract.

3.

a. A Student who is absent for five consecutive scheduled school days without contacting the school may be dismissed from study. The Director will first seek to contact the student, by phone and by email until contact is made, for a minimum of three contact attempts. (These contact attempts will be entered into the student's file).

A letter enquiring about their absence, will be sent out to the student by regular mail.

b. If contact is made, the owner's priority is to help the student and find why they have been absent, and if they can return to class to at the school, if they cannot, the Director will request a written withdrawal letter from the student stating the reason they cannot return. If the student wishes a postponement, they will enter this on the letter. As well as asked to estimate a date they will return to the school to resume their training.

4.

a. Students who withdraw will need to send or drop off a written letter stating their request, along with the date effective. The Director will discuss the student's account balance, and give a statement of tuition refund or tuition owing, indicating the school's tuition refund policy as published by XLNC School Of Cosmetology Inc.

b. XLNC School Of Cosmetology Inc. will complete the student's transcript and send it to be archived as soon as the school receives the letter. The withdrawn student's record will be re-filed to the withdrawn section.

5.

a. If no contact or response is coming from the student after reasonable contact attempts, a letter regarding "reason for dismissal" will be sent out to the address on file. A date the dismissal will be effective, and a statement of tuition refund or tuition owing, if applicable will be included, along with a copy of the Tuition refund policy.