

Policy# 401**Policy 401-Student Attendance Policy-2022-05-07**

<u>Canada College Vancouver</u> Name of Institution		<u>04225</u> Institution Number
<u>Student Attendance Policy</u> Name of Policy	<u>September, 2017</u> Effective Date	<u>May 07, 2022</u> Latest Revision Date
<u>February 2020</u> Previous Revision		

Canada College Vancouver students are required to attend classes as scheduled.

1. The minimum attendance requirements for students are as follows:
 - Students are expected to attend classes as scheduled.
 - Students must present in 80% or more classes as scheduled
 - Students who are absent for five consecutive scheduled school days without contacting the college will be dismissed from study.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Students who are absent for 20% or more of scheduled classes without confirmed permission from the Campus Director, except for medical emergency situations, will be dismissed from study.
3. The process by which students must report an absence is as follows:
 - Students who will be absent or late must contact the school by telephone 604-620-8088 by class scheduled time.
 - Absences for medical or emergency reasons are considered "excused" absences, if the student provides documentary evidence of the reason for any absence of more than 2 days such as a doctor's note.
 - Students having difficulty meeting these attendance requirements must contact the Campus Director.