



Vancouver TESOL Training Centre - VTTC

Student Attendance Policy

Date 20/11/2015

Implementation Date

Director of Studies

Position(s) Responsible for Administering this Policy

Policy:

Students are expected to meet and adhere to the student attendance policy while completing a program of study at Vancouver TESOL Training Centre. If necessary, students should request clarification from the Director of Studies. "Student" means a person who is presently enrolled at Vancouver TESOL Training Centre.

Rules

1. According to the policy participants must not be absent for a continuous period of 7 days or more or that the percentage of attendance for the course is **90%** or below without any valid reason. If students do not meet attendance requirements, they will be dismissed.

2- If a student needs to be absent for more sessions, he/she must submit the following form:

REQUEST FOR being absent

REASONS FOR DEFERMENT:

Medical Grounds

I was medically unfit from _____ to _____ Attached is my medical certificate.

Business Trip to overseas

Please attach photocopied document (air-ticket, company letter and travel document).

Other reasons: _____

Others – Please describe

Student's Signature Date

STANDING INSTRUCTIONS

- Students must complete this 'AUTHORISED' Form, ask their lecturers to sign it and then submit it together with supporting documentary proofs to their Director of Studies.

- Students who are absent from the exam due to medical reasons or unforeseen valid reasons will be required to submit this Form together with supporting documents within 4 days from the date of absence.

- All students must meet the minimum 90% attendance requirement in order to be eligible for the examination (s).

- Students who are barred from the main examination(s) due to poor attendance rate will not be eligible for the supplementary examinations. Students would have to re-take the missed lessons at another time upon paying the necessary fees if they are barred from the examination(s).

FOR OFFICIAL USE ONLY

Lecturer's Remarks

_____ Date of Submission: _____

Approved / Not Approved

Principal
Date

3. Be punctual for lesson;

4. Attendance rate will be **ZERO** for particular lesson if you are late for class for more than 30 minutes;

5. Attendance rate will be **ZERO** for a particular lesson if you take more than 30 minutes of break.