

## Student Attendance Policy

<u>Ritz Training College</u>	<u>04735</u>	
Name of Institution	Institution Number	
<u>Student Attendance Policy</u>	<u>February 1<sup>st</sup>, 2024</u>	<u>February 1<sup>st</sup>, 2024</u>
Name of Policy	Effective Date	Revision Date

This policy governs “Student Attendance” respecting Ritz Training College (Ritz) and any aspect of its operations.

1. Students are expected to attend all classes of their programs on schedule.
2. The minimum attendance requirements for students are as follows:
  - a. Students are required to attend at least 60% of classes in their courses to pass the courses.
3. The process by which students must report an absence is as follows:
  - a. Students must report any absence by contacting school via phone or Email before the start of class or as soon as possible.
  - b. Students may be absent or late in classes due to medical or emergency causes and must provide notice and/or document evidence to the instructor or VP of Operation to approve it as “excused absence”.
  - c. Students who are struggling to attend classes or meet attendance requirements must notify his/her instructor or VP of Operation as soon as possible.
4. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - a. Being late for the same course three times will be taken as an absence in the class.
  - b. If a student fails to inform the instructor or the college regarding his/her absence, it will be considered as unauthorized absence and disciplinary action will be taken.
  - c. If a student is absent 3 times or in 20% of classes in a course, except “excused absence” or approved absence, they will receive a warning message.
  - d. Students who do not present over 40% or more classes in a course, except “excused absence” or approved absence, will be taken as “F” in the course.
  - e. If a student is absent for 3 or more days without notifying school, a First Warning notice will be issued and delivered to the student stating the consequence of not attending classes.
  - f. If a student is absent for more than 5 days after the first warning notice and does not contact school, a Second warning notice will be issued and delivered to the student stating the second warning notice issued along with consequences of not attending classes.
  - g. Students who do not present for 5 consecutive scheduled school days after the second warning notice, without contacting the VP of Operation or VP of Administration, will be dismissed from the program.