

6. Theft, misuse or unauthorized removal of school's or another student's property.
7. Repeated violation of school rules.

### **Attendance and Tardiness policy**

All students receive guidelines for attendance during orientation. Absences will be recorded for a full day when the student attends none of the scheduled classes on that day. Any hours lost due to lateness or early departure from class will count toward total absence.

Excessive absence or tardiness will require the students to seek counselling. The students will have the opportunity to correct the problem. Failure to take corrective action will mean dismissal. Training will be interrupted after 3 consecutive absence. Sponsors/Agencies will be notified on the 2<sup>nd</sup> unexcused absence, also on the 3<sup>rd</sup> tardy.

Students are responsible for contacting their instructors regarding any makeup work required because of excused student absence from class. All make up work must be completed no later than 2 weeks after class absence.

*\*\*Attendance is documented by an automated time clock system and recorded electronically daily. \*\**

### **Leave of Absence Policy**

Leave of absence, including military leave, shall be reasonable in duration and shall not exceed the lesser of 30 school or 60 calendar days and any academic year and shall be for specific and acceptable purposes. The school attendance records shall clearly show a leave of absence properly dated and signed by both the students and authorized school official and must be placed in the student's file within one week of such leave. When a student is approved for a leave of absence all school privileges are discontinued until he/she enters his/her course of study. If the student fails to return from leave, he/she shall be automatically terminated, refunds will be dispersed according to policies at termination.

The student must notify the Financial Aid Office that he/she would like to take a leave of absence. The Financial Aid Director along with the student completes the required paperwork. The Financial Aid Director then notifies all departments.

### **Reinstatement Procedure**

Regardless of the reason the withdrawal or dismissal of a student, the student may be reinstated only if a committee made up of the School Director, Financial Aid Administration, Registrar, and (1) Instructor decides that the student has resolved whatever problem he or she may have had. The student will be required to pay a re-enrollment fee of \$100.00.