



PUNCTUALITY AND ATTENDANCE POLICY

POLICY:

1. I agree to attend all of my classes regularly and on time.
2. Two absences = 1 day suspension and an assignment.
3. Three absences = 1 week suspension and an assignment; possible loss of diploma, as well as practicum and co-op privileges.
4. Four absences = expulsion (refund according to VIC-CC Refund policy).
5. Late arrival = 9am or after my instructor has arrived in class.
6. One late arrival = Half-day absent. Two late arrivals = One day absent.

Sickness/Excused Absences: If I am sick and I will be late or absent, I must call the front desk of the school before 9:00 am.

When I call in sick, will leave a message with the receptionist or on the voicemail, and I shall clearly state my name (including English nickname, if applicable), program, name of the instructor, and any other relevant details.

If I am sick for more than 1 day, I must bring a doctor's note to have my absence excused. All other cases are at the discretion of the instructor