

KI Attendance Policy (Canada)

Students at Kaplan International (KI) are expected to attend 100% of their weekly scheduled course hours regardless of course, course length or visa status. Attendance is taken in each 90-minute class (or portion thereof) every day and recorded weekly. Students with less than 80% cumulative attendance for the term/ session (“term/ session” means the student’s period of enrollment) are ineligible for a Certificate of Achievement and, if applicable, the immigration authorities may be notified.

Please note the following for maintenance of visa status:

- Full-time study is defined as any course with 18 or more hours/ week of instruction (applies to all KI courses except General English, TAE Part-Time, and Part-Time IELTS which are considered part-time courses)
- Study Permit holders in Canada must actively pursue their studies

Tardy (Late) Policy

- If late to any class or class portion by less than 10 minutes- no penalty
- If late to any class or class portion by 10+ minutes- not allowed to class and marked as absent

Excused Absences/ Make-Up Work

KI does not excuse Periodic Absences or offer make-up work for absences.

Attendance Warnings (“Attendance Probation”)

Students will be given attendance warnings when their cumulative attendance falls below **80%**. Students who receive an attendance warning have 2 weeks in which to improve their attendance (improvement means attending at least 80% of all scheduled course sessions) before the next warning will be issued; *if applicable*, the agent/ sponsor/ parent or guardian will be notified.

Warnings will be issued in the following order:

- **Warning #1**- Verbal warning
- **Warning #2**- Written warning
- **Warning #3**- Written warning

Students who fail to improve their attendance following Warning #3 will receive a **Notice of Expulsion**. Students will have a maximum of 7 calendar days to provide documentation to support reversal of the decision before they are expelled.

The above notwithstanding, KI reserves the right to expel or suspend a student for poor attendance at any time. If a student is expelled for poor attendance, their program will be canceled immediately. Standard refund T&Cs will apply.

Cumulative Attendance

The above notwithstanding, any student who does not have at least 80% **cumulative** attendance at the end of their enrollment term/ session (“term/ session” means the student’s period of enrollment) will not receive a Certificate of Achievement.

Consecutive Absences

If a student is absent for 14 consecutive days, without prior written authorization or notice, the course will be canceled effective the 14th day (“date of determination”).

Expulsion due to Poor Attendance

In the event of expulsion due to attendance issues, regardless of whether attendance warnings have been given or not, termination refund policies shall apply. *If applicable*, notice may be given to IRCC.

Reporting an Absence

Students should report any expected absence by emailing the School Director, Academic Manager or a member of the Student Services department prior to their absence. If the absence will be for more than 1 week, the student must talk to the School Director, Academic Manager or a member of the Student Services department about their options.