

Attendance Policy (CANADA)

Students should attend 100% of their weekly scheduled course hours regardless of course, course length or immigration status.

- General Course: Students must attend 15 hours/ week to have 100% attendance
- Semi-Intensive Courses: Students must attend 18 hours/ week to have 100% attendance
- Intensive Courses: Students must attend 21 hours/ week to have 100% attendance

Attendance is taken at the beginning, and checked again at the end, of each 90-minute class portion (70- or 80- minutes for specific skills); it is tracked daily and recorded weekly. Attendance is monitored on a **cumulative** basis.

Tardy (Late) Policy

- If a student arrives to class 10-20 minutes late, they will be marked “**Tardy**” (“Late”) for the 90-minute class period
 - 2 tardies in a week = 1 Absence; 4 tardies in a week = 2 Absences; 5 tardies in a week = 2.5 Absences
- If a student is more than 20 minutes late, departs more than 20 minutes early, or is absent from class for more than 20 minutes, they will be marked as “**Absent**” for the 90-minute class period (70- or 80- minutes for specific skills). The instructor reserves the right to refuse entry into the classroom in these cases.

Attendance Probation

- Students under 80% cumulative attendance will receive an **Attendance Notice**
- Cumulative Attendance will be checked again after 4 weeks. If cumulative attendance is still less than 80%, the student will be placed on **Attendance Probation**.
- Attendance will be checked 4 weeks after the student is on *Attendance Probation*:
 - If cumulative attendance is at least 80%, the student will no longer be on *Attendance Probation*.
 - If cumulative attendance is still less than 80%, the student will be placed on **Continued Attendance Probation**.
- Attendance will be checked 4 weeks after being placed on *Continued Attendance Probation*:
 - If cumulative attendance is at least 80%, the student will no longer be on *Attendance Probation*.
 - If cumulative attendance is still less than 80%, the student will receive a **Notice of Expulsion**.

Consequences of Attendance Probation/ Continued Attendance Probation

- Students who are on *Attendance Probation* or *Continued Attendance Probation* at the end their program (i.e., end of booking, voluntary early withdrawal, or expulsion), regardless of how long they have been on Probation, or after receiving a *Notice of Expulsion*, will not receive a Kaplan Certificate of Achievement.

Consequences of Notice of Expulsion

- Students who receive a *Notice of Expulsion* have a maximum of 5 business days from date of delivery (in person, via email or text) to provide documentation to support reversal of the expulsion.
- The student’s course will be terminated; standard Terms & Conditions for Termination Refunds shall apply.

Cumulative Attendance

- Any student, regardless of course, course length or visa type, who does not have at least 80% **Cumulative Attendance** at the end of their program will not receive a Kaplan Certificate of Achievement.

Excused Absences/ Make-Up Work

- Kaplan does not excuse Periodic Absences or offer make-up work for absences. Students may qualify for a Leave of Absence under certain conditions; speak to the school staff for more information.

3-Day Absence

- If a student is absent for 3 consecutive school days without notice, we will notify the student’s Emergency Contact, Kaplan Representative and/ or Sponsor to determine their safety and well-being.
- If the student is a minor, we will do the above if the student is absent for more than **1** day without notice.

Consecutive Absences

- In accordance with Kaplan’s published Terms & Conditions, if a student is absent for 14 consecutive days, without prior written authorization or notice, the course will be cancelled effective the 14th day (“date of determination”).
- Standard Terms & Conditions for Termination Refunds shall apply.

Repeated Behavior

A student who continues to be chronically late or absent and disrupts the learning environment despite warnings, will be given a Behavior Warning. Consequences may include expulsion; in such cases, standard Terms & Conditions for Termination Refunds shall apply.

Don’t Forget: Your Attendance can have a direct impact on your Academic Progress!