



Document Owner:	Education Services Manager
Practice Applies to:	Students, Instructors, and Administration
Process Responsibility:	Education Services Manager, Administrative Support, Instructors
Final Accountability:	President & CEO

Context

Time off from one of our programs is regulated by several sources, including (but not limited to): Student Services Branch, The Department of Human Resources and Skills Development Canada (HRSDC) and Private Training Institutions (PTA).

KVI expects that students will attend all classes. If students are unable to attend class, they must follow KVI guidelines for reporting absences.

Procedural Guidelines

A. Attendance Reporting

1. Regular attendance is a mandatory requirement of KVI.
2. Attendance is taken by instructors first thing in the morning and immediately after lunch and reported to Education Services Manager.
3. Students must schedule appointments outside of class time or over the lunch hour whenever possible.
4. If a student is going to be absent they must fill out a "Request for Leave" form.
Acceptable reasons to request leave may include:
 - a. Medical appointments
 - b. Personal commitments such as a wedding or funeralRequest for Leave forms must be:
 - c. Filled out in advance of the absence
 - d. Signed by the instructor
5. If a student is ill or will be unexpectedly absent for a class the student must:
 - a. Phone the school **BEFORE** classes begin
 - i. Phone 250-639-9199 and leave a message with Reception
 - ii. Report who is calling and the reason for absence
 - b. If a student is absent they must fill out an absent report form when they return
 - c. If a student misses classes for reasons of illness for more than three (3) days they must present a medical note explaining the reason for the absence.
6. If a student is to be late for a class they must also phone the school to inform the Reception and fill out an absent report form upon returning and return it to the office



B. Process for Excessive Absences

Students are expected to regularly attend all classes in which they are enrolled in order to maintain their registered status. Students who do not attend class two (2) consecutive weeks or for more than 10% of the total program time, and who have not made prior arrangements acceptable to the instructor, may, at the discretion of the instructor, be considered to have withdrawn from the course. The spot may be reassigned to another student from the wait list.

When the limit of allowable absences is being approached, the instructor will give the student written notice, a copy of which will be placed in the Student File.

Admission to a lecture, laboratory, tutorial, or seminar may be refused by the instructor for lateness, class misconduct or failure to complete required work.

If the student misses a scheduled examination or submits course work after it is due, for medical or other reasons, the student must notify their instructor as soon as possible. To ensure all students are treated fairly, the instructor will ask for appropriate evidence to support the student's claim. If the reason for absence is medical in nature, a statement of illness from a doctor may be required.

Failure to provide appropriate documentation to support the claim will usually result in a score of zero (Ø) if an exam is missed or a reduced grade which results from the imposition of penalties for overdue assignments.

If a student is suffering from long term medical problems or there are other exceptional circumstances which may affect their ability to complete their studies successfully, the student should notify their instructor as soon as possible. The instructor will work with the student to try to develop a schedule that will allow the student to complete their studies.

The process of withdrawal involves the following:

- Completion of a Student Withdrawal form. One copy of which is given to the student and another copy placed in the Student File.
- Calculations of charges as per the tuition fees and refund policy section, as stated in the enrollment.
- Notification to Student Services (if you have a Canada Student Loan) that you have withdrawn.
- Notification to HRSDC if you are on E.I., or are funded through them.
- Notification of other funding agencies, if applicable.
- Sending any refund due, to the financial institution that provided you Canada Student Loan, if applicable.



Additional Information

Related KVI Policies

Withdrawal Policy
Admissions Policy
Security of Records
KVES Privacy Policy

Related Documents

Absent Form
Request for Leave Form
Withdrawal Form

Related External Resources/References

Sponsorship documents which are bound and unique to sponsorship agreements

If you have questions, comments or suggestions regarding this document, contact Education Services Manager.

President & CEO:



Date:





Document Control Sheet

Document Title	Attendance Policy
Author(s)	Samantha Stone
Document Status	Approved

Document Amendment History

Version #	Date	Reviser Name(s)	Approver	Description
1	08 Feb 07		Karen Osadchuk	<ul style="list-style-type: none"> Attendance reporting and action for excessive absents
2	08 May 08	Denise Walter	Roger Leclerc	<ul style="list-style-type: none"> Updated MTSJR to Manager Technical Programs & Services Given to Roger to review & revise with instructors Revised section on Process for Excessive Absences
	20 Aug 08	Molly Baruta		
3	21 Jul 09	Moly Baruta	Roger Leclerc	<ul style="list-style-type: none"> Review Policy
4	18 Jan 2011	Lynn Stevenson	Austin Byrne/Kelley Williams	<ul style="list-style-type: none"> Review Policy Changed KVIC to KVI and Front Office to Reception
5	31 May 2011	Lynn Stevenson	Kelley Williams	<ul style="list-style-type: none"> Changed Reception to Program Coordinator
6	15 Feb 2013	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed Policy Update titles
7	21 May 14	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed Policy Updated Reception's telephone extension to 221 Updated titles
8	22 Jul 2016	Eva Speitelsbach	Sherrie Little	<ul style="list-style-type: none"> Updated Education Services Coordinator to Education Services Manager.
9	30 Aug 2016	Jodie Cook	Sherrie Little	<ul style="list-style-type: none"> Remove PCTIA reference.