



## Student Attendance Policy

AET PARAMEDIC ACADEMY INC

3515

Name of Institution

Institution Number

**Attendance Policy - PCP**

**NOV 2021**

Name of Policy

Effective Date

Revision Date

1. The minimum attendance requirements for students are as follows:
  - Students will make every reasonable effort to attend all program activities.
  - Students may not miss more than 5% of program without an institution approved remedial plan.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - Students who show a pattern of missing program activities or more than 5% of the program must submit a remedial plan that is approved by the institution.
  - The obligation is upon the student to generate and receive approval of the institution for this remedial plan.
  - Should the student not provide an approved remedial plan that the institution determined would result in a successful student experience, the student will be withdrawn or dismissed from the program.
  - If withdrawn, the student may have the option of continuing studies in another program within a time frame acceptable to the institution.
  - If dismissed, the student will not be allowed the option of continuing studies in another program and will receive any refund as per the refund policy.
3. The process by which students must report an absence is as follows:
  - Students will contact their instructor PRIOR to their absence, in a written format.
  - Students who cannot provide PRIOR notice, will contact the instructor DURING the time that they are scheduled to be in the program.
  - Students who are not able to contact their instructor, will email the school immediately.