



**TAYLOR PRO COLLEGE**

Name of Institution

**2974**

Institution Number

**Attendance Policy**

Name of Policy

**August 31, 2021**

Effective Date

**August 26, 2021**

Revision Date

## Attendance and Punctuality

- Taylor Pro Canada expects 100% attendance from students for all courses and practicum placements under normal circumstances. Please ensure to refer to your program outline as each program offered at Taylor Pro College may have different minimum requirements for completion of the program.
- Excessive absenteeism can result in a student's inability to maintain the academic standards set by Taylor Pro.
- students are expected to attend all
  - Classes
  - Laboratory
  - Field Trips
  - Any other activities organized by the College

Attendance falling below 80% in a given one-week school period (missing more than 2 days per week) without a valid excuse or reason and prior approval of the Instructor and SEA (Unexcused Absence) may result in:

- a) Re-take of course,
- b) Dismissal from the program and/or
- c) Loss of financial assistance or Study Permit status.

Students will be required to provide explanations for absences; however, this does not equal an 'excused absence'. Absence to be marked as 'excused absence' and be exempt from the 80% attendance requirement must be approved by the SEA.

### Definitions:

**1) Excused Absence:** A student may be excused from attending class if they are seriously ill or have suffered a serious injury or are in a situation/predicament beyond their control, which is sufficiently severe to cause the student to be late or absent.

**2) Unexcused Absence:** Non-emergency medical and dental visits must be scheduled outside of class hours and will not be accepted as valid reason for absence and/or missing portions of class

TAYLOR PRO COLLEGE

2654 NORRIS ROAD, KELOWNA BC V1X 7L9 | 250-765-7624 | [info@taylorprotraining.com](mailto:info@taylorprotraining.com)  
713 333 Terminal Avenue, Vancouver, BC, V6A 4C1 | 604-677-3866 | [www.taylorprocollege.com](http://www.taylorprocollege.com)



if the student has not obtained the prior approval of the Instructor and/or the prior Education Administrator.

- Daily attendance records will be kept on file and submitted to regulatory bodies, financial assistance agencies, and Citizenship and Immigration Canada, as necessary and whenever requested.
- Any absence, whether excused or unexcused, will be recorded as a percentage against the student's overall attendance
- Instructors may deduct hours off the attendance records if they find a student not being fully engaged in class such as going on extended breaks or sleeping.
- Instructors may use discretion to implement specific class management rules, other than those contained in this policy, if they deem it necessary to support proper attendance and punctuality by students.
- Attendance at field trips and any College organised activities as part of student life is mandatory and subject to the same stringent attendance requirements as outlined in this policy.

In case of dismissal due to attendance/punctuality reasons, the regular refund policy will apply (refer to Refund Policy). Re-admission to further programs of studies will require the special approval of the SEA as well as payment of full applicable re-admission and tuition fees

### **Absence Notification**

In the event a student is unable to attend a class for any reason, they are required to call or email their Instructor **before the class start time** detailing their name, class, and reason for absence.

### **Arriving Late**

Arriving to school late will be recorded as missed hours in the following manner:

#### ***4 hour class sample***

- 0 to 60 minutes late = L1 (indicating 1 less hour)
- 61 minutes to 120 minutes = L2 (indicating 2 less hours)
- 121 minutes to 180 minutes = L3 (indicating 3 less hours)
- Arriving any time after 3 hours from start of class = L4 (indicating 4 less hours)

#### ***5 hour class sample***

- 0 to 60 minutes late = L1 (indicating 1 less hour)
- 61 minutes to 120 minutes = L2 (indicating 2 less hours)
- 121 minutes to 180 minutes = L3 (indicating 3 less hours)
- 181 minutes to 240 minutes = L4 (indicating 4 less hours)
- Arriving any time after 4 hours from start of class = L5 (indicating 5 less hours)

TAYLOR PRO COLLEGE

2654 NORRIS ROAD, KELOWNA BC V1X [7L9 | 250-765-7624](tel:250-765-7624) | [info@taylorprotraining.com](mailto:info@taylorprotraining.com)  
713 333 Terminal Avenue, Vancouver, BC, V6A 4C1 | 604-677-3866 | [www.taylorprocollege.com](http://www.taylorprocollege.com)



Instructors may refuse entry to the classroom if the student arrives late without prior approval and/or valid reasons. Late comers will only be allowed back in the classroom during the next break time. Time lost as a result of late arrival will be recorded in its entirety as deducted hours.

### **Leaving Early**

Leaving class early will be recorded as absence. Loss of class time as a result of leaving early without permission will be recorded in its entirety as lost hours.

### **Leave of Absence**

Students wishing to travel during their study period must seek the prior approval of the Instructor and the Senior Education Administrator in writing for the Leave of Absence before making any travel plans. Students become FULLY responsible for all consequences and any additional costs if they fail to seek approval, and consequences may include: failing a course, being reported to Student Aid BC and other funding agencies as a withdrawal, and being unable to complete the program.

Students who have been officially granted permission for the Leave of Absence are fully responsible for catching up on any assignments, reading, or course work missed as a result of the absence.

### **Field Trips**

Taylor Pro believes in providing a variety of learning opportunities to expand and enhance the students' learning and experiences beyond outside the class-room setting. As such, course relevant field trips to various industry facilities may be organized and may include a nominal cost. Your Instructor will advise you.

Please note that:

- 1) Field trips will be organised subject to availability of facilities and approval by facility hosts.
- 2) Some field trips may involve a small charge to the student imposed by the facility hosts for entrance or use of facility.
- 3) Attendance at field trips is mandatory according to the attendance policy.
- 4) Dress Code for all field trips is business casual unless informed otherwise by your Instructor. Ask your Instructor if you are unclear.
- 5) You will be required to complete a Waiver Form which will establish the terms and conditions of the visit. Your Instructor will inform you of the requirement.

TAYLOR PRO COLLEGE

2654 NORRIS ROAD, KELOWNA BC V1X 7L9 | [250-765-7624 | info@taylorprotraining.com](mailto:info@taylorprotraining.com)  
713 333 Terminal Avenue, Vancouver, BC, V6A 4C1 | 604-677-3866 | [www.taylorprocollege.com](http://www.taylorprocollege.com)



6) Students are expected to maintain a high standard of professionalism and etiquette during the field visits, keeping in mind that the field visits also provide an excellent platform for professional networking.

TAYLOR PRO COLLEGE

2654 NORRIS ROAD, KELOWNA BC V1X 7L9 | [250-765-7624 | info@taylorprotraining.com](mailto:info@taylorprotraining.com)  
713 333 Terminal Avenue, Vancouver, BC, V6A 4C1 | [604-677-3866 | www.taylorprocollege.com](http://www.taylorprocollege.com)