

Attendance and Absenteeism Policy

Students are expected to uphold the program requirements that they voluntarily agreed to upon enrolling in any SELC programs.

In order to ensure that class attendance requirements are maintained, SELC has a strict attendance and absenteeism policy. A student must maintain an 80% level of attendance during the course of their studies. Failure to maintain an 80% level of attendance will result in students not being eligible for their Certificates.

If a student exceeds these absenteeism percentages, they will NOT graduate from the program and they will NOT receive a certificate of completion.

Please note that students must contact the school, either by email or by phone, to let us know if they are going to miss school due to illness. Any absence exceeding 2 consecutive days requires a doctor's note to justify the absence. SELC reserves the right to ask for a doctor's note even if a student has missed less than two consecutive days but has displayed a pattern of absences and/or lateness.

NB: All students are permitted to request time off for religious holidays. These requests must be submitted to the Student Services Coordinator four weeks prior to the holiday or the request for time off will not be accepted.

Acceptable forms of documentation verifying illness are:

1. A note from a clinic. All students at the school are required to have health insurance. Vancouver has an excellent network of walk in health health care clinics where you can see a physician seven days a week without an appointment.
2. The minimum form of documentation we will accept is an Official Prescription Receipt from a pharmacist, recommending medication for your illness.
3. If you come to school, and it is clear to your instructor that you are not well enough to be in class, you can be excused from class on your instructor's recommendation.