

## Attendance and Participation

- When the student has to be absent from class, he/she must inform the school and instructor prior to the scheduled time for that class. This can be done by calling and leaving a message at the centre and contacting the instructor as per his/her instructions.
- The student is expected to arrive on time and remain for the full length of each class.
- In the case of long-term illness, the student's absences must be supported by a medical certificate and a return to class has to be discussed with the Director.
- If unexpected or extenuating circumstances arise, the student must initiate a meeting with the instructor and Director to negotiate a plan for success.
- Participation in classroom discussions and activities as determined by the instructor is a required component of each course.
- Assignments must be handed in within prescribed time limits.