

Attendance Policy

NPC College of Arts + Design recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or will be enrolled in future.

Students are expected to attend classes as scheduled with minimum 30 hours per week. Students who will be absent must contact the school either by telephone, email or *WeChat* message to the office before the time that they are scheduled to start class. The student is responsible for completing all assignments missed during the absence.

Absences for medical or emergency reasons are considered “excused” absences if the student provides documentary evidence of the reason for the absence such as a doctor’s note.

Absences that are not “excused” are subject to the following:

- Students who are absent for 10% of scheduled classes will receive an attendance warning letter.
- Students who are absent for 20% of scheduled classes will be placed on probation.
- Students who are absent for 30% of scheduled classes will be dismissed from study.

Students who are absent for five consecutive scheduled school days without contacting the school will be dismissed from study. Students having difficulty meeting these attendance requirements should contact the instructor or on-site Administrator.

Procedure for Student Attendance:

1. The receptionist prepares a class schedule before first day of class. The class schedule is distributed for use during semester of study and updated periodically based on various situation such as dismissal, withdrawn or new admission.
2. Instructors take attendance at the beginning of each class noting students who are absent. Instructors will make note of each hour student attended along with any early exit or late arrival.
3. Completed weekly attendance sheets are returned to the receptionist to be entered to each student’s personal attendance record. The completed weekly attendance sheets are filed in the Attendance Binder.
4. While entering attendance, the receptionist reviews the overall attendance for the students that are of concern with respect to attendance.
5. The receptionist advises the on-site Administrator of the name of students who are of concern with respect to attendance.
6. The on-site Administrator issues an attendance warning letter to any student who has been absent for 10% of scheduled classes.

7. The on-site Administrator meets with students who have been absent for 20% of scheduled classes and places the student on probation and notify student about it via email or regular mail. These evidence will be placed in student file.
8. The on-site Administrator meets with student who have been absent for 30% of scheduled classes and dismisses him/her from study and notify student about it via email or regular mail. These evidence will be placed in student file.
9. The on-site Administrator sends a dismissal letter via Canada Post to any student who has been absent for five consecutive scheduled school days without contacting the school.