

## **ATTENDANCE POLICY -RE-ENTRY POLICY -STUDENT CONDUCT -MAKEUP POLICY**

### **ATTENDANCE POLICY:**

- 1.Regular class attendance is mandatory.
- 2.Attendance is taken daily, and an exact record of attendance becomes part of the student's permanent record.
- 3.The student must call in no later than 10:00 a.m. to report their absence.
- 4.Classes begin at 9:00 a.m. for day classes, 5:00 p.m. for evening classes. Any student that is excessively late without a valid reason will be subject to suspension or expulsion at the schools discretion.
- 5.Any student arriving after the scheduled start time of their class without a valid excuse will be sent home at the schools discretion. If the excuse is accepted, you will not clock in until 10:00am.
- 6.No student may leave the school premises before scheduled end time unless prior arrangements have been made with the office.
- 7.Students are required to make up all assignments due to lateness or absence.
- 8.If a student must be absent from school for an extended period, he / she may be granted a leave of absence, without charge, providing a written request has been submitted in advance and approved by the office.
- 9.If a student finds it necessary to withdrawal from the school, it is the student's responsibility to immediately notify the office in writing. There is a \$150.00 withdrawal fee (See Refund Policy}.
- 10.If you have excessive absences, you will have to bring your accounts up-to-date by paying the hourly rate that was agreed to when your contract was signed. This policy will go into effect IMMEDIATELY. The school has the right to suspend any student and the student will not be allowed to return to school until these fees are paid.

11. If a student's payments are behind and they are nearing completion of their course, they will not be permitted to finish their hours until payments have been made.

**RE-ENTRY POLICY:** If for any reason a student must withdrawal temporarily due to illness, pregnancy, personal reasons, etc., and if they are a student in good standing (making satisfactory progress) the student may re-enter the school, re-entry students will re-enter in the same progress status as when they left.

**STUDENT CONDUCT:** Conduct and moral character of our students is very important so that all students may train in an atmosphere that is pleasant. For this reason, each student is given a set of rules and regulations. Any breach of these rules and regulations may subject the student to disciplinary action up to and including suspension for a term determined by the Director, and subsequent probation. Further breaches while on probation may subject the student to expulsion. The School reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the Director.

**MAKE-UP POLICY:** Classes at Premier Barber Institute are ongoing. Any student missing classes due to approved absences or an extended leave of absence are responsible for finding out what theory classes were missed during their absence. They may attend any theory class given on any day to make-up missed classes and are responsible to make-up all testing. A student's practical classes will be resuming from the point at which their absence took place.

