

Attendance Policy

At RCIIS, attendance is taken very seriously. For many of our school programs, attendance is an essential factor when deciding a passing grade. All new students will receive a copy of this policy on their first day of school.

The following is the school's attendance policy:

1. There are only 3 absences (including sick days) allowed each session. If a student knows in advance that they will be absent, they must get prior permission from the instructor but it will still be counted as an absence.
2. In-class sickness will be dealt with at the teachers' discretion
3. Every 2 days late = 1 absence
4. Morning and afternoon classes begin at 9 a.m. or 2 p.m. sharp. If a student arrives after 9 a.m. or after 2 p.m. they will be considered late. If a student arrives more than 10 minutes late, the student will be unable to attend the class until the break time.
5. If a student is absent from their program without written notice to the school administrator for more than 5 consecutive days, they will be temporarily removed from the course list. Upon their return, they may try another available class or choose to be placed on a waiting list until there is adequate room.
6. On the final afternoon of each session, there will be no afternoon classes.
7. Students who register for more than 16 weeks may take one (1) vacation during their studies. All vacations requests must be received at least 4 weeks prior to the start of your vacation time. Any vacations received with less than 4 weeks' notice (regardless of the reason) will be subject to an administrative fee of \$100. This vacation may be up to a maximum of four weeks. Academic students who take a vacation must be aware of their course start and end dates and plan their time accordingly. Beyond 4 weeks, any additional days will be treated as absences.
8. Students registered in Intensive Packages will not be entitled to credits or extra time if they decide not to attend their afternoon classes.
9. Students who plan to extend their time at RCIIS should do so **at least 1 week before the end of their studies** and make their payment before restarting