



## ATTENDANCE POLICY

This policy is based on the principle that regular attendance is the hallmark of a student's success. Missed classroom time will seriously affect a student's progress and impair future studies or placement opportunities. Funding by the FNHRDCQ is therefore conditional to assiduous attendance to all courses given by the training institute.

*All absences must be justified with a written note given to the training institute and faxed to the follow-up agent and/or employment counsellor. If proof of a valid reason for being absent is not given, the absence will be considered unjustified.*

*The student must justify all absences and notify the follow-up agent and/or employment counsellor within a delay of 48 hours. The participant must submit a written note justifying absences within 15 days. After 15 days, no justification will be considered.*

**Valid reasons for being absent include:** Accidents, medical reasons for the participant or to accompany a family member, court orders, death, moving, weddings, the birth of a child, career fairs and meetings with the employment counsellor. Absences must always be justified in a written slip, and the school as well as the employment counsellor must be notified.

*If a student is unjustifiably absent, training allowances will be reduced. The FNHRDCQ may also, at its discretion, cease financial contribution when absences are unjustified. In this case, in conformity with the FNHRDCQs eligibility criteria, the participant will no longer be eligible for funding for a period of one year.*

In accordance with regulations of the Ministère de l'Éducation, l'Enseignement supérieur et de la Recherche, prolonged absences lead to withdrawal from the training program. Therefore, if a student is absent for more than five (5) consecutive days for any reason, he/she will be withdrawn from the training measure. Funding will be terminated at this time. If the absences are justified, a new funding request can be made by the employment counsellor. If absences are unjustified, the student will no longer be eligible for funding for a period of one year.

**I have read the above mentioned attendance policy and I agree to comply with its terms for the duration of my training measure.**

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Signature of participant

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Date