

Attendance Policy



Please initial each paragraph in the space provided

_____ Students are expected to be ready to work at the beginning of class. This necessitates students arriving earlier than the designated start time. Any students missing time or late for any reason must complete work in a timely fashion and to the satisfaction of the instructor.

_____ Student hours and attendance are recorded by a time clock. It is the student's responsibility to clock in upon arrival and departure. Students may not clock in for anyone else. Doing so will result in both parties time sheets being voided and both parties will receive an unexcused absence.

_____ Students must notify their instructor and the administrative staff as soon as possible regarding any absence from class. Student must also contact the instructor (before or after class) for any information they are missing and request make-up work assignments for those classes and a time frame for completion (1 – 14 days). To be valid and credible towards attendance, all make up work must be accepted by an instructor. Failure to comply with excused absence guidelines will result in an unexcused absence.

_____ A student having three unexcused absences, three late attendances, three early departures from class or a combination of any three above will be placed on probation. If the resolution objectives of this probation are not met during the probation period, the student will may be expelled from the course.

_____ A leave of absence or interruption of training may be granted only by prior arrangement with the staff of the school and approved by the school administrator. All tests, assignments, and clinical work missed during the term must be made up on a schedule approved by the staff of the school.

_____ Students must have satisfactorily completed all programs of study and have all tuition and fees paid in full to be eligible for graduation. Upon graduation, certification will be issued.

_____ Students withdrawing from the program must have an interview with a school administrator and sign a statement documenting the date of withdrawal for their academic records.

I, _____ have received The University of Esthetics and Research Attendance Policy form. By signing this form, I acknowledge I have read and agree to the above information. Any questions or concerns regarding the Attendance Policy have been explained to me in full by a staff member of The University of Esthetics and Research before signing this form.

Student Name (print) _____

Student Signature _____

Date _____

Administrator Name (print) _____

Administrator Signature _____

Date _____