



Attendance and Dismissal Policy

Subject to exceptions allowed by the Regulations, Maritime Farrier School will immediately dismiss from a program any student who misses 3 consecutive weeks of classes or 10% of the total hours of the program, whichever occurs first.

Maritime Farrier School will not count any of the following missed hours for the purpose of the aforementioned mandatory immediate dismissal:

- (a) any missed hours that the student intends to make up under a formal arrangement that is made by the college with the student.

If the formal arrangement is not part of the college's attendance and dismissal policy it must be approved by the Director of the Private Career Colleges division;

- (b) if the college's attendance and dismissal policy allows for medical exemptions, Maritime Farrier School will not calculate any hours missed for medical reasons, as explained in medical documentation submitted by the student,.

On dismissing a student from a program for any reason, Maritime Farrier School will provide the student with a written notice of dismissal that includes the reason for the dismissal and the effective time and date of the dismissal.

In dismissing a student from a program, Maritime Farrier School will act in accordance with the Act and the Regulations, any conditions attached to the program approval, the student contract and the college's policies, rules and regulations.

1. Methods that a student must use to give advance notice of an absence or explanation of previous absences; in person, phone call, text or email
2. Procedures for Maritime Farrier school to give a student written notice of an attendance policy violation or a written warning of an impending violation; in person, phone call, text or email
3. Standard procedures for students to make up missed hours of a program; evenings, weekends or extension of program (incurring addition costs applicable.)
4. Any program hours missed by a student for medical reasons, as explained in medical documentation submitted by the student, are not counted for the purposes of a mandatory immediate dismissal;
5. Students in all programs must attend and satisfactorily complete the occupational health and safety training required by clause 22(a) of the Occupational Health and Safety Act, including a student evaluation.

