



## **Student Attendance Policy**

In order for students to benefit from their programs of study, consistent and faithful attendance at all scheduled classes is required. While inlingua understands that students will be unable to attend class from time to time and that emergencies arise, student attendance is at the core of student achievement. Without consistent attendance, students cannot benefit from inlingua's language training and test preparation programs.

### **Excused and Unexcused Absences**

#### ***Private and Semi-Private Tutorials***

Students enrolled in private or semi-private tutorials may postpone classes as needed in accordance with their terms and conditions of enrollment. Tutorial classes that are postponed in accordance with those terms and conditions will not be considered absences. Tutorial classes that are missed due to late cancellations or no-shows will be deemed unexcused absences unless the absence was unavoidable (due to illness, injury or other verifiable emergency). In all cases the center director will determine whether an absence is excused or unexcused; the center director's decision is final. Even in cases of excused absences due to illness, injury or other verifiable emergency, the terms and conditions of enrollment regarding loss of missed lessons will still apply, although the absence will not be counted against the student's official attendance record.

#### ***Intensive English Programs***

Students enrolled in intensive English programs (GPIP or TL2) will be deemed to have incurred an unexcused absence if they fail to attend a class session without providing the center director evidence that the absence was unavoidable (due to illness, injury or other verifiable emergency). In all cases the center director will determine whether an absence is excused or unexcused; the center director's decision is final. If a student anticipates missing more than one consecutive day of class due to illness, injury, or other emergency, the student should inform his or her center director as soon as possible. If the center director determines that the absence is excused, then the absence will not count against the student's attendance record.

Students who miss a class session due to tardiness will be deemed to have incurred an unexcused absence unless the tardiness is due to a properly documented illness, injury, or other emergency.

### **Minimum Attendance Requirements**

#### ***Intensive English Programs***

In order to pass a graded course (i.e, GPIP or TL2 intensive English programs), students must attend at least 80% of all scheduled class sessions. Students who do not attend at least 80% of all

scheduled class sessions (not counting excused absences) will automatically fail the course and must repeat the course during the next term in order to remain enrolled.

### Special Attendance Rules for F-1 Visa Students

#### *Intensive English Programs*

Students enrolled in an intensive English program on an F-1 visa must attend class for at least 18 hours per week. The specific attendance requirements are subject to the following:

- All absences must be explained.
- To receive an excused absence, an F-1 student or a friend or family member must advise the center director in advance that the student will not attend class (the morning of the first missed class), provide the reason for the absence and maintain contact with the center director (following up no later than the Friday of the week in which the absence occurred, if the student has not returned to class).
- If the F-1 student is absent due to illness or injury for more than 5 consecutive days, medical documentation must be submitted as soon as possible to verify the authorized absence (no later than 5 school days from the initial absence).
- Occasional absences will be deemed excused or unexcused at the discretion of the center director, whose judgment will be based on the student's prior attendance patterns and the nature of the absence.
- Once the center director determines whether the absence is excused or unexcused, the attendance sheet for the day(s) absent will be filled in.
- Students who incur a pattern of non-compliance with the 18 hour per week requirement due to unexcused absences will be at risk of expulsion from the program and will have their SEVIS record terminated.