



### ATTENDANCE REQUIREMENTS

Excel Career College is accredited with the Private Career Training Institutions Agency . When a student enrolls in our institution, we are required to ensure students adhere to our attendance requirements.

If your attendance does not meet the following criteria, you will be subject to dismissal for Excel Career College.

1. Any student who is absent for two consecutive calendar weeks of study is considered withdrawn.
2. Students are expected to maintain the required number of hours for full-time attendance. All programs at Excel Career College require 20 hours of participation per week (at 100 percent of a full-time course load). Any student who attends for less than 12 hours (60 percent) per week for three consecutive weeks is considered a withdrawal unless approved to study at a reduced course load.
3. Any student who has been absent for sufficient days or hours that they can no longer successfully complete the program with their contracted study period will be considered withdrawn.

Excel Career College will work with you to help you successfully complete you program of study. If you have any concerns about your attendance, workload, or completion status, please do not hesitate to discuss you concerns with us.

I \_\_\_\_\_, understand my obligation to attend regularly and to meet the attendance/scholastic expectations of Excel Career College.

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Student Signature

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Date

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Excel Signature

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Date