

ATTENDANCE POLICY

American School of Dog Grooming: Regular attendance is essential to continued learning. All students are expected to adhere to school attendance policies stated below:

Understanding that occasional absences are necessary, excessive absences or tardiness will not be tolerated and can result in expulsion with forfeiture of all tuition paid. It is also important to understand that while **American School of Dog Grooming is** a school, it is also a full-service grooming business. And this business depends on the satisfaction of our grooming clients as much as it does our students. So, as with any business, it is essential for staff (students) to be here, and on time, in order to be able to groom the dogs that our clients have scheduled for them each day.

Any student may request an excused absence, by providing 3 days advance notice to the Administrator. Excused absences will not count against students' attendance records.

Students more than 30 minutes late will be counted tardy. Three (3) tardies in any two (2) week period will constitute an unexcused absence. Students are expected to call or text Admin whenever possible.

When reporting an absence, students are required to notify admin at least an hour prior to their expected arrival time. Failure to do so will result in a no call/no show. No call no shows will result in immediate review for expulsion except for unavoidable emergency situations.

The course lasts for a total of 12 ½ weeks for a total of 50 days. In that time students are allowed 3 unexcused absences. Any student with more than 3 unexcused absences will be subject to expulsion.

Student Signature _____ Owner Signature _____

Date _____