



Attendance Policy

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete the MAC program successfully.

Students must:

- **Attend a minimum of 85% of the program in order to graduate**
- **Class times vary per course and it is the sole responsibility of the student to be aware of his/her schedule.**
- **Student may not be admitted to class if more than 10 minutes late.**
- **Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note**

Refund Policy

(1) Written notice must be provided:

(a) By a student to the institution when the student withdraws,

or

(b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.



Refunds before the program of study starts:

(2) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

(b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.

(c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.

Refunds after the program of study starts:

(3) (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Signed _____ (student name) _____

Date _____

Parent or Guardian (if student is under 19) _____

Institution Representative _____

A copy of this signed Student Enrolment Agreement and Contract will be provided to the student.