



STUDENT ATTENDANCE POLICY

HOLLYWOOD NORTH SOUND INSTITUTE

Effective Date: March 27, 2025

1. Purpose

Regular attendance is essential for student success at Hollywood North Sound Institute. This policy outlines attendance requirements, the consequences of failing to meet them, and the process for reporting absences.

2. Minimum Attendance Requirements

- Students must maintain a minimum 80% attendance rate for each course.
- Attendance includes participation in lectures, labs, and practical sessions as scheduled.

3. Consequences of Not Meeting Attendance Requirements

- If a student's attendance falls below 80%, they will receive a written warning.
- Continued poor attendance may result in:
 - Academic probation
 - Loss of eligibility for assessments or certifications
 - Dismissal from the program (if attendance remains unsatisfactory after warnings)

4. Reporting an Absence

- Students must notify the Instructor or Director of Student Affairs at least 24 hours in advance if they will be absent, except in emergencies.
 - Absences due to illness, emergencies, or other valid reasons must be supported by documentation (e.g., doctor's note, legal documents).
 - Approved absences may be considered when calculating overall attendance, but missed coursework must be completed.

5. Policy Acknowledgment

- This policy is provided to students before the start of their program.
- Students must acknowledge receipt and understanding of this policy by signing a copy upon enrollment.