



# HEAVY EQUIPMENT OPERATOR COURSE

## ATTENDANCE POLICY

1. Attendance is mandatory for all classes. Students must be present and punctual every day.
2. A student can be expelled from the course upon accumulating three unexcused absences (at the discretion of the Executive Director).
3. In the event of expulsion, please be aware:
  - There may not be a refund of tuition fees, either in full or in part, depending on the amount of days enrolled into the course.
  - No certificate of achievement will be awarded, nor safety certificates given.
4. Note that arriving late to class three times will count as an unexcused absence.
5. Upon expulsion, a formal letter detailing the circumstances will be provided to the student and their funders, if applicable.
6. It may be necessary for the student to reimburse their funders for the tuition fees.

Please ensure you adhere to these guidelines to avoid any complications during your course of study.