

Policy Title: Attendance Policy

Policy ID: 2-202

Approved by: Vice President Academic

Executive(s) Responsible: Vice President Academic

Administrator(s) Responsible: Academic Director

Revision Date: June 28, 2024

Effective Date: July 2, 2024

Next Review Date: July 2, 2025

Background and Scope

Treas Institute is dedicated to fostering student success through monitoring regular and consistent student attendance in all academic programs. Consistent attendance is crucial for completing our programs and helps develop habits that contribute to personal integrity and productivity—traits highly valued by potential employers. To support this, Treas Institute monitors students' attendance daily across all programs.

Each student is responsible for prioritizing their education by attending classes as scheduled. Additionally, maintaining minimum attendance is mandatory for students receiving provincial financial aid.

This policy applies to all students enrolled at Treas Institute.

Purpose of the Policy

This policy clearly outlines Treas Institute's attendance requirements and specifies the penalties for students who fail to meet these expectations.

Definitions

Attendance: *is the act of being present at scheduled classes, lectures, or other required educational activities within the academic program. It includes actively participating in the educational process by being physically or virtually present, engaging in discussions and activities, and fulfilling other requirements as specified by the institution.*

Full-time: *refers to delivery of 100% of the course load approved by the Superintendent of Private Career Colleges and a minimum of 20 Hours of Instruction a week.*

Part-time: *refers to the status of a student taking 2/3rds of the course load approved by the Superintendent of Private Career Colleges within a period of study.*

***OSAP:** refers to the Ontario Student Assistance Program, an umbrella term for government loans, grants, and awards offered to Ontario postsecondary students, including Canada-Ontario Integrated Student Loans.*

Policy Statement

1. Students are expected to attend all scheduled classes for the program in which they are enrolled.
2. Trebas Institute tracks student participation, progress, and performance and ensures that all course requirements missed or unfulfilled by the student due to absence are documented in the Student File.
3. The student is responsible for informing their instructor(s) and Trebas Institute of any absence expected to last two (2) consecutive weeks or more. Students are encouraged to contact the registrar and student success when their studies are significantly disrupted to consider their options.
4. Trebas Institute must report absences of twenty-eight (28) consecutive days to the Ministry of Colleges and Universities, as such absences will affect the student's eligibility for OSAP assistance.
5. A student must maintain satisfactory attendance to pass a module. Satisfactory attendance requires students to be present for at least 70% of their course load.
 - 5.1. Missing several classes is discouraged but does not immediately mean the student is at risk of being withdrawn from their studies or failing the module.
 - 5.2. Students with too many absences should contact student success to consider their options.
6. If the student stops their studies completely or drops to part-time studies, they are considered to have withdrawn from full-time studies. The reason for the withdrawal can be student-based (the student's decision to stop attending full-time studies) and/or due to actions taken by Trebas Institute. In either instance, the Ministry must be notified as the student is no longer eligible for full-time OSAP funding and/or continuation of interest-free status.
7. Trebas Institute strives to ensure equal learning opportunities for all students, including those with disabilities. If a student's disability prevents them from attending all scheduled classes for their program full-time, accommodations will be made. Despite reduced attendance, such students may still be eligible for OSAP assistance as full-time students, subject to approval from the Ministry.
8. The student may be withdrawn from their program of study due to unsatisfactory attendance and failure to provide valid reasons for their absences. Fees for missed courses will not be refunded, and the student will need to retake these courses to fulfill graduation requirements. Each instance will be reviewed on a case-by-case basis. Please refer to the Expulsion Policy for more details. [\[00\]](#)

Related Legislation

- Ministry of Colleges and Universities (2021). Requirements for The Approval of Private Institutions Providing Postsecondary Education Programs in Ontario for Ontario Student Grants and Ontario Student

Loans and for The Administration of the Ontario Student Assistance Program by Approved Private Institutions (The “Performance Requirements”).

- Ministry of Colleges and Universities (2023). 2023-24 OSAP Student Activity Update: Withdrawal and academic progress.

Related Policies

Policy Name	Policy Number
Student Code of Conduct	TBD
Suspension and Expulsion Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
January 1, 2022	Approval from Academic Department
Jul 25 th , 2024	Revision led by GUS Academic Excellence