

Attendance Policy

Compliant with Private Vocational Institution Act



**Ben's International
Driving School**

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Ben's International Driving School is committed to delivering high-quality training that prepares students to graduate with excellent skills, professionalism, and reliability. Employers expect our graduates to demonstrate strong work habits, including consistent attendance. Regular attendance is essential for students to meet program outcomes and industry standards.

1. Attendance Expectations

- 1.1 All students enrolled in the program delivered by Ben's International Driving School are required to attend all scheduled classes, in-vehicle training sessions, and assessments.
- 1.2 Attendance requirements are established by:
 - Ben's International Driving School policies; and
 - The Private Vocational Institutions Act and its regulations.
- 1.3 Students must maintain the minimum 90% attendance percentage required for successful completion of the program.

2. Reporting Absences

- 2.1 Students must notify the school before the start of the class or training session if they are unable to attend.
- 2.2 Acceptable notification methods include phone call, email, or designated communication platforms used by the school.
- 2.3 Absences must be accompanied by supporting documentation when required (e.g., medical note, emergency explanation).

3. Lateness and Early Departures

- 3.1 Students are expected to arrive on time for all sessions.
- 3.2 Excessive lateness or leaving early may be recorded as partial or full absence, depending on program requirements.
- 3.3 Repeated lateness may trigger an attendance review and corrective action.

4. Make-Up Training

- 4.1 Make-up sessions may be scheduled within the student's contract training period when operationally feasible and are not guaranteed.
- 4.2 No additional fees will be charged for make-up training that occurs within the contract dates. Make-up training required outside the contract training period may be subject to additional fees in accordance with the student's training agreement.

- 4.3 Missed mandatory components (e.g., in-vehicle training, MELT modules, testing) must be completed to graduate, whether completed within or, if necessary, outside the contract training period.

5. Attendance Monitoring

- 5.1 Attendance is tracked daily for all program components.
- 5.2 Students may be issued warnings if their attendance is trending below required levels.
- 5.3 The school may schedule an attendance meeting with the student to discuss the situation and expectations.

6. Non-Compliance / Consequences

- 6.1 If a student's overall attendance falls below the required attendance threshold, the student will be dismissed from the program.
- 6.2 Dismissal will be issued in accordance with The Private Vocational Institutions Act and school policies.
- 6.3 Students dismissed for attendance reasons are considered withdrawn and are subject to the school's Refund Policy (as applicable under PVI regulations).

7. Re-Enrollment

- 7.1 Students dismissed due to poor attendance may apply for re-enrollment in a future intake.
- 7.2 Approval is at the sole discretion of the school and may require:
 - a meeting with the Program Manager,
 - a training plan, or
 - payment of additional fees.