

ATTENDANCE POLICY

Attendance at Franklin Technology Center is modeled after the workplace. As a student, you are expected to be in class and on time every day. Personal business must be taken care of on your own time.

Daily attendance is required of all students. (Exceptions may be made in individual cases based on hardship conditions due to illness, death of an immediate family member, natural disaster, etc).

FTC's standards are 90% attendance and a "C" average, and this is the school's Satisfactory Academic Progress (SAP) policy.

Students must attend at least 90% of the time and have a "C" average in order to receive financial aid and qualify for a certificate of completion.* Any student that is receiving financial aid must complete all hours from the first payment period to be able to receive any aid in the second payment period. Attendance is calculated for each program payment period.

** or if the program's accrediting body requires a higher standard; whichever is greater.*

Students whose attendance is below 90% or having grades below a "C" average must bring attendance to 90% or above and grade level to a "C" or above before receiving any financial aid.

For students who withdraw from classes, a Title IV refund calculation will be used to determine if any money is owed to the school or a financial aid program. (See refund policy in this book.) A student who returns from an approved leave of absence will be automatically placed on financial aid probation until the number of hours has been met for the payment period in which the student took the leave of absence.

Students who are absent 3 days will be counseled on attendance by the program coordinator.

Those students absent 5 consecutive days without any communication with the school will be automatically dropped from their program.