



Student Attendance Policy

Hitek Computer School		ID-03556
Name of Institution		Institution Number
Grade Appeal	Jan 01, 2009	Janaury 12, 2022
Name of Policy	Effective Date	Revision Date

Classroom Sessions

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete the program successfully.

Students must:

- Attend a minimum of 60% of the program in order to graduate
- School hours are from 7:00 pm to 10:00 pm, each Monday and Friday and students are expected to be at the school and ready to start at that time
- Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note

Those attendance policy is for classroom sessions only. On-line QA course students study at their own pace.

Online Courses

Recommended duration of the on-line course is 6 months. As per student contract, the maximum duration of the on-line course should not exceed 1 year for CF109 program and 6 months for CF102, CF103, CF104, CF106, and CF107 courses. If a student needs more than the time frame defined in the contract to complete an on-line course, a new contract needs to be created (extension fee of \$375.00 is applied for CF109 program, \$249.00 for CF102, CF103, CF104 courses, \$199.00 for CF106 and CF107 courses)