

Attendance and Withdrawal/Drops Policy

Canadian Institute of Osteopathic Therapy (CIOT College)

Attendance Policy 2023.02.01

Attendance

CIOT expects regular and punctual class attendance. Punctuality is as important as good attendance. As a student, you are expected to attend classes, including any make-up sessions, on a regular basis and notify the campus immediately of any absences or lateness in accordance with your contractual agreement. Student absences will be recorded from the first day the class meets. The student is also responsible for notifying the third party funder, if applicable, of the absence.

Interruption of Studies

If for any reason a student interrupts his or her studies by being absent from scheduled classes for more than five (5) consecutive days or by missing a scheduled examination, he or she must meet with the Campus Director or Designee.

Non-attendance does not constitute notice of withdrawal. We will consider only two reasons as valid for interruption of studies:

- Medical Reasons- The student must provide a physician's note attesting to the illness and stating the dates that the student was required to be away from.
- Compassionate Reasons- The student must provide a letter explaining the circumstances surrounding the absence.

A compassionate reason for absence must meet the definition "a suddenly- arising situation beyond the control of the student."

Re-admission will be considered on a case-by-case basis. Students must submit a written letter to the Campus Director or designee requesting readmission.

The student will be responsible for payment of all fees relating to the, up to and including the date of termination in accordance with the Refund Policy. Students may not be able to resume their program where they left. The student's scheduling and/or completion dates may also be changed as a result.

Resumption of Studies

Students who have interrupted their studies by an absence of five (5) or more consecutive days, or by missing a scheduled examination, must obtain permission to resume classes. Students should make an appointment for a formal interview with the Campus Director or designee as soon as they are sure of their return date.

Students must be in good financial and academic standing in order to be readmitted. If proper notice was not given of the absence, a student may be readmitted under probationary terms. An exception may be made if the student has a valid reason for the absence.

Course Drops/Withdrawals

CIOT's policy on withdrawals and refunds adheres to the guideline provided by the regulatory bodies governing within the province of Alberta. Students wishing to withdraw from study must either meet with the Admissions Representative, and provide a written notice of withdrawal OR submit a letter of withdrawal delivered personally or by registered mail to the Director stating the reason for withdrawal and withdrawal date. A copy of the letter will be retained in the student's administrative file.

If a student ceases to attend without providing written notice of withdrawal, CIOT will consider the student absent. In accordance with Student Loans and funding agency requirements, the student's absence will be reported as "withdrawn".