



Attendance Policy, Leave of Absence, and Satisfactory Academic Progress Policy

Attendance Policy for Financial Aid Students

Adult students on financial aid are required to attend 90% of the hours in each pay period. Acceptable attendance is defined as missing no more than 10% of any pay period, *documented or undocumented*. The 10% of class time missed during a pay period may be considered excused and the student's pay period will not be moved forward for absences that fall within the 10%. Failure to attend the 90% of the hours in a pay period will result in the student being placed on financial aid warning or suspension status. Adult students attending under funding by federal aid or other outside agencies or who are in a program or major leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

Leave of Absence

A student may request **one** leave of absence up to 10 days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and the Counselor.) The Leave of Absence form may be obtained in the Counselor's office or in the office of the Asst. Superintendent. The Leave of Absence request must include the reason for the request and the number of days requested. The student will be informed by the Counselor or the Asst. Superintendent if the leave has been approved. If approved, the Leave of Absence form will be filed in the student's financial aid file and the student's financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances or military leave. The NWTC Leave of Absence policy can also be found in the Student Consumer Information Handbook online or in hard copy in the Counselor's Office, the Asst. Superintendent's office, or the Central Office.

Satisfactory Academic Progress (SAP) Policy

A student is expected to make progress toward satisfactory completion of his/her major in order to be eligible to continue. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school and may apply for reinstatement at the beginning of a new semester.

Students receiving Title IV financial aid will first be placed on a warning status if satisfactory progress is not maintained due to poor grades or lack of attendance; if satisfactory progress is not maintained during the warning period, the student will be placed on suspension and will lose aid. If requirements are not met, Veterans will experience an interruption from training from the VA and will lose funding until reinstated by the VA.

Satisfactory academic progress for a student receiving any financial aid will be cumulative

- Attendance of 90% of the payment period in which the student is enrolled
- Maintain 2.0 "C" average
- Complete 67% of the curriculum for each pay period

Students whose financial aid is suspended due to failure to comply with satisfactory academic progress standards may file an appeal. See the Financial Aid Director for more information.