

## ALBERTA WORKS FUNDED STUDENT ATTENDANCE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Program Management and Advisory Committee Policy
<b>Approval Date:</b>	January 9, 2019
<b>Effective Date:</b>	January 9, 2019
<b>Procedure Owner:</b>	Vice President, Learner Experience
<b>Procedure Administrator:</b>	Senior Manager, Resolution, Wellness and Accessibility

### Overview:

NorQuest College (college) considers student attendance, punctuality and participation in all instructional activities to be critical factors in academic progress and success.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

Students who receive funding from Alberta Works are required to regularly attend classes in order to maintain eligibility for funding. Students who repeatedly fail to attend classes, or are consistently late may have their funding cancelled. Students who complete their approved training earlier than the scheduled completion date will be considered withdrawn from their approved training program.

Conditions for **full time** Alberta Works funding to be cancelled for attendance reasons:

- Absent from a class for three (3) consecutive weeks for any reason, or
- Withdrawal from the program the student is attending by the program.

Conditions for **part time** Alberta Works funding to be cancelled for attendance reasons:

- Absent from a class for three (3) consecutive weeks for any reason, or
- Withdrawal from the program the student is attending by the program.

### Student Responsibilities

It is the responsibility of the student to:

- Understand and abide by attendance expectations as required for continued funding.
- Regularly check their Student Centre on MyQuest or their NorQuest MyMail account for notifications concerning student attendance.
- Be proactive in accessing support services offered at the college to assist with personal academic success (instructors, counsellors, academic advisors, tutors, disability resources staff, nurses and navigators).

### College Responsibilities

It is the responsibility of the college to:

- Inform students of attendance expectation.

- Record and monitor attendance.
- Notify the student when attendance problems arise through the Student Centre or NorQuest MyMail account

Actions

- Student Navigator to tell applicant of funded student attendance procedure when applying for Alberta Works.
- Instructors will maintain accurate attendance records in PeopleSoft daily.
- The Student Financial Aid office will review attendance daily.
- When a student has been absent from class for three (3) consecutive weeks for any reason, the student will be sent a notification from the Student Financial Aid office through their Student Service Centre and NorQuest MyMail that their grant funding has been cancelled for the current and future terms. The student is advised to book an appointment with a Student Navigator who will inform the student of the process and if there are any options.
- If a student has their funding cancelled for attendance reasons and wishes to appeal the decision, he or she must meet with a Student Navigator within five (5) business days of the decision.

**Definitions:**

**Student:** (for the purposes of this procedure): Any individual admitted to, and enrolled in, any college course(s) or program(s). Another term for student is Learner.

**Related NorQuest College Information:**

- [Program Management and Advisory Committee Policy](#)
- [Student Judicial Affairs Policy](#)

**Related External Information:**

- [Alberta Works Online Policy Guide: Attendance Policy Requirements](#)
- [Income Support, Training and Health Benefits Regulation, Section 45](#)
- [Training Provider Regulation](#)

**Next Review Date:**

January 2023 (Or when government policy changes come into effect.)

**Revision History:**

June 2014: New  
 November 2014: Update for documentation standards  
 July 2015: Update for document standards and procedure owner  
 June 2016: Update for process changes/employee titles  
 January 2019: Update to align with Alberta Works Policy Requirements  
 August 2019: Compliance Office template & reorganization update  
 April 2021: retired Program Management and Academic Operations Committee Policy and replaced with Program Management and Advisory Committee Policy, updated this procedure accordingly.