



Attendance and Enrollment Information

NAIT Financial Aid

The Alberta Works Skills Investment Program grant funding is intended to prepare people for employment. You are expected to be in class 100% of the time, even if you are doing well in your classes. You are being paid to be in school. **Please schedule appointments so they do not conflict with class time whenever possible.**

- Funding will be terminated when you have accumulated the **equivalent of 5 days unexcused absences in a semester**.
- Any absence without documented reason attached to this form cannot be excused
- Funding must also be terminated if you **miss 3 consecutive weeks**, regardless of the reason.

If you could not avoid missing class for the following reasons make sure to attach documentation that verifies the **date** and **reason**.

Reason	Acceptable Documentation
Medical Appointment or Hospitalization - for you or your child	Doctor's/Dentist's note
General Illness (no doctor appointment) - for you or your child	Note from student including reason did not go to doctor. (<u>must</u> have doctor's notes for absence of 3 or more days) <u>MAY</u> be excused on case manager's discretion
Funeral	Copy of funeral notice / bulletin from service Note from student stating relationship of deceased
Vehicle Breakdown/Accident	Repair estimate/police report
Daycare/Babysitter difficulties	Letter from daycare/babysitter and/or note from student explaining situation and how it was resolved (replacement or backup plan)
Any absence with <u>extenuating circumstances</u> that would make it "excusable"	Note from student including date, circumstances (e.g., why could it not be avoided, what steps did you take to prevent repeat) <u>MAY</u> be excused on case manager's discretion

Important Enrollment Information

You must be **enrolled in 100% of courses** to be eligible for funding (unless permission from your case manager). DO NOT withdraw from any course or program without consulting with your case manager first!!!

Withdrawal or termination from the program is considered "exiting your service plan" and results in ineligibility for funding for at least 4 years unless there are **documented extenuating circumstances** and government approval.