

PLEASE NOTE:

If you are not attending or not progressing satisfactorily, you will be asked to speak to the Drop-In Case Manager at NAIT Financial Aid (South Lobby, O111) to review your circumstances. Your cheque will not be released to you unless permission is granted by the Drop-In Case Manager. If you do not maintain academic progress, your funding award will be terminated.

Skills Investment Excused Absences:

As per the Alberta Employment and Immigration Policy Manual

Examples of acceptable supporting documentation for excused absences may include:

- General illness *Doctor's note required after 3 days consecutive absences
- doctor's appointment for learner, child, family member
- hospitalization – note from doctor/medical staff
- child's illness – note from doctor
- dental care – note from dentist/dental office
- child's school events – verified by notice from the school
- transit problems – verified by driver, transit authorities
- difficulties with daycare/emergency daycare – note from student
- automobile problems – see advisor re: documentation
- move to new residence – see advisor re: documentation
- funeral – copy of notice

Unexcused Absences: Any absence that does not fall into the excused category.