



STUDENT ATTENDANCE POLICY

The purpose of the Student Attendance Policy is to help ensure that all students make satisfactory academic progress by encouraging regular attendance, as well as to comply with applicable accreditation standards and immigration regulations.

1. Students are expected to attend all scheduled class sessions. If a student is unable to attend class due to illness, injury or emergency, the student should contact the center director as soon as possible to inform him or her of the situation. There will be no excused absences unless the student receives advanced authorization from the school director or provides acceptable documentation of a medical illness, injury or necessary treatment, or evidence of required legal process (such as being required to attend a court hearing), which reasonably prevented the student from attending class. Students may receive no more than five (5) excused absences per academic quarter for illness or injury without providing appropriate medical documentation; in all such cases students must contact the center director as soon as possible to request the excused absence and must attest that they are unable to attend class due to illness or injury.
2. Students are expected to arrive to class on time and to not leave class early. Arriving to class late and leaving class early not only hinder the tardy student's academic progress but also disrupt the learning process of other students. Consequently, students who arrive to a class session more than 30 minutes late or leave a class session more than 30 minutes early will be marked absent for that class session.
3. In accordance with SEVP regulations and federal immigration law, F-1 visa students must maintain full-time status in the program in order to comply with the requirements of their F-1 (student) visa. Full-time status is defined by federal regulations as attending class for eighteen (18) hours per week. F-1 visa students who develop a pattern of noncompliance with this attendance policy will be subject to expulsion from the school and termination of their SEVIS record. inlingua has determined that failing to meet the 18 hour per week requirement more than three (3) times in a thirteen (13) week academic term while having incurred more than five (5) unexcused absences demonstrates a clear pattern of noncompliance with the program's attendance requirements and will subject the student to expulsion from the program and termination for their SEVIS record.

Note: Students who have questions about their attendance obligations or their program's attendance requirements should consult the school director for clarification.

VACATION POLICY

In accordance with federal immigration regulations, F-1 students become eligible for an annual break after completing the equivalent of at least two full academic quarters (i.e., 26 consecutive weeks) of instruction (not including official program holidays and break periods), provided that they intend to remain enrolled after the annual break. Upon achieving eligibility by completing at least two full academic quarters, F-1 students may select a subsequent academic quarter as their annual break. F-1 students remain in status and are not required to attend class during their annual break.

F-1 students may take only one annual break during any calendar year, and the annual break must coincide with one of inlingua's academic quarters. Federal regulations do not permit F-1 students to take their annual break at the end of their enrollment in order to extend their grace period. F-1 students who wish to take an annual break should submit a request to the school director at least two weeks before the start of the academic quarter they wish to take off.