



## ATTENDANCE POLICY

- ❖ Students holding a valid Student Pass are to achieve 90% attendance rate
- ❖ Renewal of Student Pass will not be processed for students whose attendance rate falls below 90%
- ❖ ASE shall immediately terminate the Student Pass of those who are consecutively absent for 7 days without valid reasons.
- ❖ Students absence without a valid Medical Certificate or other official documentary proof will be marked as “absent”
- ❖ Students who wish to apply leave from class are to obtain Student Leave Form from the front-desk and submit to ASE management for approval. Students will be notified in 3 days time.
- ❖ The refund policy is not applicable for students who did not meet the required attendance rate.

