

Attendance Policy and Requirements

At VFS, attendance is one of the key indicators of successful program completion. Some classes and courses may be delivered entirely on-campus, while others may be delivered completely online, or a hybrid of on-campus and online. Whether classes are delivered on-campus or online, showing up to all classes on time, being well prepared and ready to engage are critical.

In order to safeguard the health and safety of all VFS community members, students are required to stay home, get rest and recover whenever they are feeling ill, especially when they have a communicable illness such as a viral or bacterial infection. Students who arrive on campus showing visible signs of a communicable illness will be asked to return home. VFS may impose disciplinary measures on ill students who repeatedly arrive on campus and endanger the health and wellbeing of VFS community members.

Students who are ill and remain home need to let their instructors and/or program administration know by email. In these instances, if students are able to attend their classes online, they will not be marked absent. In the case where students are too ill to remain engaged in their online classes they would be marked absent (see Online Course Etiquette Policy). Any student who misses more than 15 minutes of instruction for a scheduled class, whether online or in-person, will be marked absent and may be denied access to the class while it is in session.

Any absences or late arrivals will be noted in the students' files and students who exceed the maximum allowable absences for their programs of study will be subject to dismissal from VFS (see Dismissal Policy). In addition, students who miss 2 consecutive weeks of classes will be considered to have abandoned their studies, and will be withdrawn from their programs.

Student Assistance Program Requirements

Students funded under Canadian provincial/federal loan programs have attendance requirements for the continuance of funding privileges. Depending on the province from which the student originates, the student will have a maximum allowable number of consecutive absences. For example, students who receive provincial loans from B.C. may not be absent for more than 10 consecutive days. For more information please contact your provincial student loan office or contact the VFS Financial Aid Officer.

A student who exceeds the maximum allowable consecutive absences will be reported to student loans as a withdrawal and the student's funding will be terminated. Students who withdraw or are dismissed from the program of study for any reason will be reported and the student's funding will be terminated. Students who have withdrawn or have been dismissed from the program will be required to commence the repayment of their loan in accordance with the provisions of their funding agreement.

Please note there are no leave of absence or sick leave provisions for students funded under a student assistance program. As a condition of your funding you must be in attendance and complete your program of study in accordance with the provisions of your funding agreement.

Funded Students Program Requirements

Students funded through various agencies and programs have attendance and academic performance requirements for the continuance of their funding privileges. VFS is required to report all absences to these agencies, and to provide regular academic performance reports as well. For more information please contact the VFS Financial Aid Officer.

Please note there are no leave of absence or sick leave provisions for students funded under certain programs. As a condition of your funding, you must be in attendance and complete your program of study in accordance with the provisions of your funding agreement.