

Denver Integrative Massage School, Inc

Class Attendance Policy

100% attendance is expected in all classes. Students not meeting the SBMA attendance policy are subject to the disciplinary actions listed below.

You are allowed no more than **3 total absences** for the duration of the program.

One "absence" is defined as the following:

1. Missing an 8-hour Esthetics class
2. Tardies: Arriving any time after 9am
3. Leaving class early

After your 3rd absence, you 1) may not be able to graduate, 2) will start accruing extra, required practicum hours, & 3) will have to meet with administration to be sure you're obtaining enough hours that the state of Colorado requires for you to graduate. If you have not obtained all required hours by the completion of the program, you may not be able to graduate, **and you will not be entitled to any tuition refunds.**

The exceptions to this policy include: 1) Informing the DIMS/SBMA staff ahead of time of your absence(s)—this should happen at the beginning of the program and/or at least 2 weeks prior to the class day. For example, if you know you will be out of town because of a scheduled trip, or you have a work trip scheduled, we need to be notified at the beginning of the program, and/or with 2 weeks notice, and 2) Emergency situations—this is of course subjective—but it needs to be a legitimate emergency, and we need to have proof of that emergency.

Attendance Requirements FOR CLASS:

Students are expected to arrive on time for class with proper materials. Please be respectful and on time for all classes. Plan ahead for parking. Students are only allowed to have THREE absences for the whole program, but the student must contact the instructor or office about how to make up the missed days or mornings. Any hours missed will require the student to either do homework or have additional practicum/clinic hours. The director and instructor will decide on the best way for the student to make up those hours. Every hour needs to be accounted for in order to be able to graduate, and some classes will be required to pay to make up privately because of State Laws, Sanitation, and Protocols that are taught in that class to ensure safety for the students, instructors, and clinic clients.

The following classes are REQUIRED to makeup in a timely manner in order to continue in classes, to be able to work in the student clinic, and to be able to graduate: 1) First day of the Waxing Module (or first two mornings of the Waxing Module for the Morning Program), 2) First two days of the Facial Module (or first four mornings of the Facial Module for the Morning Program), 3) All Microdermabrasion classes, 4) All Chemical Peel classes, & 5) Dermaplaning. These classes will need to be made up privately with an instructor at \$70 per hour per student. #1 and #2 must be made up before the next classes and before working at clinic for that student to continue in the program. The student can graduate without making up #3 - #5, but the student will not receive a Certificate of Completion for those Advanced Skincare classes unless the class is made up at the \$70 per hour fee, and the student is not entitled to any refunds for missing those classes.

The student is expected to be in the entire class to receive full credit of attendance for that day. If the student is tardy or leaves class early, the class will be considered a full absence. If the student has more than three absences and none of them are the above-mentioned classes, the student will need to make up those classes through additional practicum hours at our student clinic and/or homework, and the decision is based on the discretion of the instructors and the director of the school. Consistent and/or repeated tardiness &/or leaving class early demonstrates a lack of respect for the instructor and fellow participants and is strongly discouraged and could be grounds for dismissal from the program.

Students who are unable to continue classes for medical reasons or severe personal problems may be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Students who present symptoms of a possible communicable illness, you may be required to present documentation from a medical professional stating you are eligible to continue to attend class.

Your tardiness and/or absences affect everyone—the teacher and the students—so please make sure you **show respect** for everyone's time throughout this program.

By signing below you agree that you have reviewed and understand the attendance policy as stated, and that you commit to integrity and authenticity with your words and actions as a student of SBMA:

(print name)

(signature)

(date)