

## ATTENDANCE, TARDINESS AND PARTICIPATION POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: ATTENDANCE, TARDINESS AND PARTICIPATION POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator, Educational Administrators and Instructors

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

### 1. PURPOSE

Regular, punctual, and active attendance is essential to successful participation in Story Institute programs.

Story Institute's programs are designed as structured, instructor-led professional training programs in which students develop knowledge, practical skills, professional habits, discipline, collaboration, reliability, and the ability to work effectively within a professional environment.

Many aspects of actor and storyteller training cannot be fully replicated through independent study. Students are expected to attend classes, arrive prepared and on time, participate appropriately, and avoid conduct that disrupts the learning environment of other students.

1. Story Institute's minimum attendance requirements;
2. expectations regarding punctuality and timely arrival;
3. procedures for reporting absences and lateness;
4. the distinction between approved and unexcused absences;
5. the consequences of failing to maintain required attendance;
6. the consequences of repeated tardiness and unexcused absenteeism;
7. the impact of attendance on scholarships, discounts, and program-related deliverables;
8. procedures for reviewing attendance concerns; and
9. circumstances in which attendance-related conduct may result in conditions, suspension, or dismissal.

This policy is intended to be read together with Story Institute's **Dismissal and Code of Conduct Policy**, Tuition Refund Policy, academic policies, and other applicable institutional policies.

### 2. MINIMUM ATTENDANCE REQUIREMENT

Students are required to maintain a minimum attendance rate of **80% of scheduled program hours**.

A student must meet the applicable program completion and academic requirements, including the minimum attendance requirement, in order to graduate and receive the credential associated with their program.

Attendance requirements apply throughout the student's program and are not limited solely to the student's final attendance calculation at graduation.

**Story Institute may review a student's attendance at any point during the program.**

Students are responsible for monitoring their attendance and taking reasonable steps to address attendance concerns promptly.

### 3. FAILURE TO MAINTAIN 80% ATTENDANCE

A student who fails to maintain an **80% attendance rate at any point during their program or within an individual course or required component of the program** may be subject to immediate review by the Senior Educational Administrator or Educational Administrator.

Failure to maintain the required attendance level may result in one or more of the following:  
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- an attendance meeting;
- a written attendance warning;
- an attendance improvement plan;
- probation;
- conditions on continued enrollment;
- loss of eligibility for scholarships, bursaries, tuition discounts, or other discretionary financial benefits, subject to the applicable terms and conditions of those awards;
- loss of eligibility for discretionary or attendance-dependent program enhancements and deliverables, including, where applicable, **professional Voice-Over Demos and Demo Reels**;
- removal from specific productions, extracurricular activities, or optional opportunities where attendance or reliability is a reasonable requirement;
- a revised academic or completion plan where reasonably available;
- suspension; or
- dismissal from the program or Institution in accordance with the Dismissal and Code of Conduct Policy and applicable institutional procedures.

**Scholarships, discounts, Voice-Over Demos, Demo Reels, and other discretionary program benefits may be conditional upon students meeting Story Institute's attendance, participation, academic, professional conduct, and other applicable eligibility requirements.**

Where a student loses eligibility for a scholarship, discount, or other benefit because of attendance, Story Institute will provide written notice of the decision and, where applicable, explain any resulting impact on the student's tuition account or eligibility for the benefit.

#### **4. TARDINESS AND PUNCTUALITY**

Students are expected to arrive sufficiently early to be ready to begin class at the scheduled start time.

Students should ordinarily arrive **at least 15 minutes before the scheduled start of class** to allow time to:

- enter the school and classroom;
- prepare materials;
- use washroom facilities;
- address any administrative matters;
- prepare for physical or performance-based work; and
- be ready to participate when class begins.

##### **4.1 Late Arrival**

A student who arrives after the scheduled start time is considered late.

Repeated lateness may be treated as an attendance and professional conduct concern.

Students who anticipate arriving late must notify the appropriate instructor, Educational Administrator, or Senior Educational Administrator as soon as reasonably practicable.

Notification does not automatically excuse the lateness.

##### **4.2 Arrival More Than 15 Minutes After Class Begins**

A student who arrives **more than 15 minutes after the scheduled start of class** may be:

- permitted to enter the class at the instructor's discretion;

- asked to wait quietly and patiently until the instructor determines that entering the class will not unreasonably disrupt the lesson;
- invited into the class at a natural break or other appropriate point determined by the instructor;
- assigned an alternative activity, where appropriate;
- marked late for the class or relevant portion of the class; or
- refused entry for the remainder of the class where the instructor reasonably determines that late entry would materially disrupt the learning environment, compromise safety, or interfere with the educational activity already in progress.

Where a student is refused entry or instructed to leave because of a late arrival, the student may be recorded as absent for the missed portion or all of the applicable class, depending on the circumstances and the attendance recordkeeping system used by the Institution.

An instructor's decision regarding the appropriate and least disruptive time for a late student to enter an active class will be respected.

## **5. REPEATED TARDINESS**

Repeated tardiness is inconsistent with the professional standards expected at Story Institute.

Story Institute recognizes that occasional lateness may occur. However, repeated lateness, particularly without reasonable explanation or timely communication, may demonstrate a pattern of unreliability and may negatively affect:

- the student's own learning;
- scene partners and classmates;
- instructors;
- class exercises and productions;
- safety and preparation requirements; and
- the professional learning environment.

A pattern of tardiness may result in progressive or proportionate intervention, including:

### **First Significant Pattern**

- discussion with the student;
- documentation of the concern; and/or
- an informal or written reminder of attendance expectations.

### **Continued Pattern**

- a formal written warning;
- an attendance or punctuality improvement plan;
- specific conditions regarding arrival times and communication; and/or
- review of scholarship, discount, or discretionary benefit eligibility where permitted by the applicable terms.

### **Serious, Persistent, or Escalating Pattern**

- probation;
- restrictions on participation in productions or other opportunities;
- suspension;
- loss of discretionary program benefits;
- review of continued enrollment; or

- dismissal where the student's conduct demonstrates persistent non-compliance with reasonable attendance expectations or materially affects the educational environment.

Story Institute is not required to proceed through every stage listed above where the seriousness, frequency, circumstances, or impact of the conduct reasonably warrants a more immediate response.

## 6. ABSENCES

Students are expected to attend all scheduled classes and required educational activities.

An absence may be recorded as:

- **approved or excused**, where Story Institute accepts the reason and supporting information as appropriate under this policy or another applicable policy;
- **unexcused**, where the student fails to provide an acceptable reason, fails to follow the reporting procedure, or otherwise does not receive approval or recognition of the absence; or
- **other**, where the circumstances require further review.

An absence being communicated to Story Institute does not necessarily mean that the absence will be excused or excluded from the student's attendance calculation.

Except where this policy expressly provides otherwise, approved or excused absences may still count toward total hours missed for the purpose of determining whether the student has met the minimum attendance requirement.

## 7. REPORTING AN ABSENCE

A student who will be absent must notify Story Institute as soon as reasonably practicable.

Except in an emergency or where circumstances make advance notice impossible, students should provide notice **before the scheduled start of class**.

The student should provide:

- their name;
- the date or dates they expect to be absent;
- the class or classes affected, where known;
- the general reason for the absence; and
- any relevant supporting information or documentation where requested or appropriate.

Students must report absences through the method designated by Story Institute.

Repeated failure to report absences appropriately may itself be treated as a conduct and attendance concern.

## 8. UNEXCUSED ABSENTEEISM

Unexcused absenteeism is considered a serious attendance concern, particularly where it becomes repeated or demonstrates a pattern.

Examples may include:

- failing to attend class without notifying the school;
- repeatedly failing to provide required notice;
- providing false or misleading reasons for an absence;
- leaving class or school activities without authorization where attendance is required;
- repeatedly choosing not to attend scheduled classes;
- refusing to comply with reasonable attendance-related directions; or
- engaging in a pattern of absences that materially compromises the student's ability to complete the program or participate safely and effectively in required educational activities.

Repeated unexcused absenteeism may result in:

- an attendance meeting;
- written warnings;
- an attendance improvement plan;
- probation;
- conditions on continued enrollment;
- loss of scholarships, discounts, or discretionary program benefits, subject to their applicable terms and conditions;
- loss of eligibility for Voice-Over Demos, Demo Reels, or other attendance-dependent program opportunities;
- suspension; or
- dismissal.

Where unexcused absenteeism is serious, persistent, deliberate, or combined with a refusal to comply with reasonable directions from Story Institute, the matter may be addressed under the **Dismissal and Code of Conduct Policy**.

## **9. ABSENCE WITHOUT COMMUNICATION**

Where a student fails to attend class and Story Institute has not received notice or cannot reasonably determine the student's status, the Educational Administrator or another authorized representative may attempt to contact the student.

The purpose of contact may include:

- confirming the student's safety and well-being where appropriate;
- determining whether an emergency has occurred;
- reminding the student of attendance requirements; and
- determining whether the student intends to continue participating in the program.

Failure to respond to reasonable attempts at contact, particularly when combined with repeated unexplained absences, may result in an attendance and enrollment review.

## **10. ACTING AND PROFESSIONAL EMPLOYMENT**

Story Institute recognizes that students may receive professional acting or entertainment work during their studies.

Where a student has a legitimate conflict between attending a scheduled Story Institute class and participating in paid professional acting, voice-over, film, television, or other approved industry employment, the student may request that the absence be recognized as an **approved professional work absence**.

Students must:

1. notify the Senior Educational Administrator or Educational Administrator as soon as reasonably practicable;
2. provide notice of the affected date or dates;
3. provide reasonable supporting documentation when requested, such as a call sheet, booking confirmation, production correspondence, contract excerpt, or confirmation from an agent or production representative; and
4. comply with any reasonable requirements regarding missed work or learning opportunities.

Where the absence is approved under this section, Story Institute may record the absence separately and determine how it will be treated for attendance purposes in accordance with the student's program requirements and applicable institutional policies.

Approval is not automatic. Students must provide sufficient information to allow the Institution to verify that the absence is related to legitimate professional work.

## **11. ATTENDANCE MONITORING**

Attendance will be documented for each scheduled class or program activity through Story Institute's designated attendance system.

Attendance may be recorded through:

- student scanning or electronic check-in;
- manual entry by an instructor;
- entry by the SEA or member of the Story Institute's Admissions team; or
- another authorized attendance-recording method.

Students are responsible for ensuring that their attendance is accurately recorded and should report any suspected error promptly.

The Institution may review attendance:

- daily;
- weekly;
- monthly;
- at academic or progression review points;
- when a pattern of tardiness or absenteeism is identified; and
- at any other time reasonably necessary to determine whether the student is meeting program requirements.

Attendance information will be maintained in the student's institutional records as required by applicable policies and regulatory requirements.

## **12. ATTENDANCE REVIEW AND EARLY INTERVENTION**

Story Institute may intervene before a student reaches a final point at which graduation becomes impossible.

Where attendance indicates a concerning pattern or a reasonable possibility that the student may fail to meet program requirements, the SEA or EA may meet with the student to discuss:

- the student's current attendance;
- patterns of tardiness or absenteeism;
- the reasons for the concern, where appropriate;
- the projected impact on successful completion;
- reasonable opportunities to improve attendance;
- whether make-up opportunities are reasonably available;
- the consequences of continued absences or lateness;
- the potential impact on scholarships, discounts, Voice-Over Demos, Demo Reels, and other discretionary benefits; and
- the student's options if successful completion of the credential becomes unlikely or impossible.

Any plan or conditions established as part of an attendance intervention may be documented in writing.

## **13. ATTENDANCE IMPROVEMENT PLAN AND PROBATION**

Where appropriate, Story Institute may place a student on an Attendance Improvement Plan or probation.

The written plan may identify:

- the student's current attendance rate;
- specific attendance or punctuality concerns;
- the required improvement;

- the period during which improvement must be demonstrated;
- any conditions of continued enrollment;
- available supports or reasonable educational options;
- the consequences of failing to meet the plan; and
- the date on which the plan will be reviewed.

Failure to comply with an Attendance Improvement Plan, particularly where the student has been clearly advised of the requirements and consequences, may result in additional disciplinary or enrollment action.

#### **14. SUSPENSION OR DISMISSAL FOR ATTENDANCE-RELATED CONCERNS**

Failure to meet attendance requirements does not automatically require immediate dismissal in every circumstance.

However, Story Institute may initiate a review under the **Dismissal and Code of Conduct**

**Policy** where attendance-related conduct becomes serious enough to affect the student's ability to continue in the program or creates a material impact on the educational environment.

This may include circumstances where a student:

- persistently fails to attend required classes;
- repeatedly arrives late despite previous warnings or interventions;
- demonstrates a continuing pattern of unexcused absences;
- fails to comply with a written Attendance Improvement Plan or probation conditions;
- provides materially false information concerning absences or attendance;
- refuses to comply with reasonable directions concerning attendance;
- abandons or appears to have abandoned the program without following withdrawal procedures; or
- engages in attendance-related conduct that is serious, persistent, escalating, or otherwise inconsistent with continued participation.

Before a final dismissal decision is made, Story Institute will follow the applicable review and procedural requirements of its **Dismissal and Code of Conduct Policy**, including providing the student with a reasonable opportunity to respond, except where immediate interim action is reasonably necessary.

Story Institute may impose interim restrictions or suspension where reasonably necessary to address an immediate safety, operational, or educational concern.

#### **15. SCHOLARSHIPS, DISCOUNTS AND PROGRAM DELIVERABLES**

Students receiving scholarships, tuition discounts, special tuition rates, discretionary awards, or enhanced program opportunities must comply with the applicable eligibility requirements and terms and conditions associated with those benefits.

**Students who fail to maintain an 80% attendance rate at any point during the program, or within an individual course or required component where separately tracked, may lose eligibility for scholarships, discounts, and discretionary program deliverables.**

Unless otherwise stated in the written terms of a particular award or benefit, this may include the loss of eligibility for:

- scholarships;
- bursaries or discretionary awards;
- tuition discounts or special rates;
- promotional or conditional financial benefits;
- professional Voice-Over Demos;
- professional Demo Reels; and

- other discretionary or attendance-dependent opportunities.

Story Institute will determine the application of these consequences based on the written terms of the particular scholarship, discount, or benefit and the circumstances of the student's attendance.

Where loss of a scholarship or discount changes the student's financial obligation to Story Institute, the school will provide the student with written information explaining the change and any resulting tuition balance.

## **16. WITHDRAWAL AND TUITION REFUND IMPLICATIONS**

A student wishing to withdraw from a program must provide written notice to the Senior Educational Administrator or Educational Administrator in accordance with Story Institute's applicable withdrawal and Tuition Refund Policies.

Attendance concerns, dismissal, suspension, or a student's inability to complete the program do not automatically alter the student's financial obligations or entitlement to a refund.

Tuition refunds, amounts owing, and other financial matters will be determined in accordance with:

- the student's enrolment contract;
- Story Institute's Tuition Refund Policy;
- applicable regulatory requirements; and
- applicable law.

For purposes of applying the Tuition Refund Policy, the relevant percentage of program completion will be determined according to the applicable policy and regulatory requirements and not solely according to the student's intention to continue attending.

## **17. RECORD KEEPING**

Story Institute will maintain appropriate records relating to:

- attendance;
- lateness;
- reported absences;
- supporting documentation;
- attendance meetings;
- warnings;
- Attendance Improvement Plans;
- probationary conditions;
- scholarship or benefit eligibility decisions; and
- suspension or dismissal decisions.

Where an attendance matter results in disciplinary action, the relevant documentation will be maintained in accordance with Story Institute's applicable record-keeping requirements.

## **18. PROCEDURAL FAIRNESS**

Where an attendance concern may result in a significant disciplinary consequence, including suspension, loss of significant discretionary benefits, or dismissal, Story Institute will provide a fair and proportionate process.

Depending on the circumstances, this will normally include:

1. identifying the attendance concern;
2. reviewing the relevant attendance records and available information;
3. notifying the student of the concern;
4. providing the student with a reasonable opportunity to explain or respond;

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5. considering relevant information and circumstances;
  6. determining an appropriate and proportionate outcome;
  7. documenting the decision; and
  8. providing the student with written notice where required or appropriate.

Nothing in this section prevents Story Institute from taking immediate interim action where reasonably necessary to protect safety, maintain the integrity of the educational environment, or address another urgent concern.

#### **19. RELATIONSHIP TO CODE OF CONDUCT**

Attendance, punctuality, reliability, and compliance with reasonable institutional directions are important professional expectations at Story Institute.

Repeated or serious failure to meet these expectations may be addressed not only as an academic or attendance matter but, where appropriate, as a matter of professional conduct under the **Dismissal and Code of Conduct Policy**.

The school will consider the circumstances of each case and may determine that progressive intervention, probation, suspension, or dismissal is appropriate depending on the seriousness, frequency, impact, previous interventions, and likelihood of continued non-compliance.

#### **20. POLICY REVIEW**

This policy will be reviewed periodically and updated as necessary to reflect changes in applicable regulatory requirements, institutional policies, and operational needs.