

SYSTEMS BEAUTY COLLEGE ATTENDANCE POLICY

You are being trained by the hour, which is 1400 for Hairstyling and 400 for Nail Technology. All of the work required to complete your program has been calculated by these hours. All work must be completed during the required hours. If your work is not completed, you may need to extend your program in order to complete. This may result in additional costs.

Students are allowed one sick day per month and are required to call in to excuse themselves. This time will need to be made up in order to complete the required hours. A leave of absence is not encouraged during your time as a student but is sometimes unavoidable. If you need to leave for a longer period, arrangements must be made with the Director.

Students who miss more than 10% of their program may be withdrawn from the program. Hours will be calculated and posted monthly, and a warning letter will be given once a student reaches 5% missed time.