San Francisco Institute of Esthetics & Cosmetology

ATTENDANCE AND DOCUMENTATION OF TIME

Attendance is mandatory. Missing valuable class time (especially during the first weeks) may result in being dropped from the program. If there is a waiting list, the next student on the list maybe allowed to have a permanent seat in the class. Enroll only if you are able to maintain attendance for your assigned schedule.

- The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. In order to ensure proper clock hours are credited, full-time and part-time students are required to clock in/out four times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time night students are required to clock in/out two times a day.
- The school is open from 8:30 a.m. to 9:30 p.m. Tuesday through Friday for day, part-time and night students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week.
- Extra Instructional Charges: During the contracted enrollment period, the Student must maintain a 90% attendance average each month in order to complete the program by the expected/calculated completion date. The Student is allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The Student may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, the Student may not be out of school for 14 consecutive calendar days or they may be terminated. If the Student must attend additional program hours beyond their expected/calculated completion date due to not meeting a 90% attendance average or failure to complete academic graduation requirements, the Student shall be charged an additional $18.00 (cosmetology 1000 hour), $17.50 (cosmetology 1400 hour), $17.00 (barbering), $16.00 (nail technology), $22.00 (esthetics), $17.00 (hairstyling) for each hour scheduled to complete after the expected/calculated completion date is reached.
  Please note that Students are not eligible for additional federal financial assistance to pay the cost for extra instructional charges and may need to make other arrangements for paying these additional costs.
- Students who are late or cannot attend school must contact the school.
  Instructions for Absences and Tardiness — Following these instructions:
  Same day: Call San Francisco Institute of Esthetics & Cosmetology at (415) 355-1734 (ext. 8) and leave a message by 8:00 a.m. for both full-time and part-time 4 day students, by 12:00 p.m. for part-time day students, and 5:00 p.m. for part-time evening students. Clearly state the following information:
  - Day and date
  - Time
  - Your name
  - Program
  - Hours/dates you will be absent
  - If late, state your expected arrival time
    Example: "Hello, its Wednesday, June 9 at 7:40 a.m. This is Jane Smith, a day Cosmetology student, and I will not be in today until 12:00 p.m. Thank you."
    In advance: Fill out an Absence Request form at least one week in advance and submit it to your Learning Leader Mentor for approval. The approval or denial will be made using the Attendance Policy guidelines.

Student may receive disciplinary action for arriving late more than four (4) times during a cycle or being absent more than four (4) times during a cycle. For attendance purposes, the entire Esthetics and Nail Technology program is considered one cycle. The Cosmetology and Barbering program is divided into five cycles (Core, Adaptive 1, Adaptive 2, Creative 1, and Creative 2).

- Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 28 hours per week for part-time 4 day students; and 23 hours per week for part-time evening students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours for fulltime, 24 hours for part-time day, and 23 hours for part-time evening per week to make up for missing hours.
- Students may not clock in or out for another student and must clock out when leaving the school facility.