



Student Programmes and Services Division Attendance and Leave Policy

Attendance and Leave Application

Students have the responsibility to attend all the sessions of the enrolled programmes/activities. You have to reach the attendance rate set out for the programmes/activities in order to be issued with the certificate.

1. In case of absence or early leave, students should notify the Student Programmes and Services Division of the HKAGE / Service Provider by submitting a completed “**Leave Application Form**” with supporting document as early as possible. The related form can be downloaded from the HKAGE website http://hkage.org.hk/en/sz_programmes.html.
2. In case students have to leave early during the session, the “**Leave Application Form**” should be submitted in advance. You will also need to seek approval from the tutor and sign the “Early Leave Log Sheet” before leaving.
3. Lateness and early leave for the session will be recorded and students will be marked absence if it is over half of the session.
4. The HKAGE / Service Providers may exercise exemption if students are absent for being the school representative in international competitions. Such exemption can be granted only if the students can provide sufficient documentary proof. The Academy will make final decision on granting the exemption.
5. The HKAGE /Service Provider may advise early leave or cancellation of a session due to bad weather conditions or other unforeseen reasons. Students will be asked to sign an “Early Leave Log Sheet” in case of early release. The session cancelled will be excluded in the calculation of attendance regardless of the make up arrangement.