



Adult Learning Program Attendance Allowance Policy

Weekly Attendance Allowance will be paid to Millbrook students who attend the Adult Learning Program. Allowance will be determined by the previous week's attendance that will be provided by the schools to the Director of Educational Services. An intake form and exchange of information form must be completed by every student each year. Without a bi-weekly attendance account no monies will be paid.

As this allowance is an *incentive for attendance*, students will not be paid for days they do not attend. This applies even if a written medical excuse is provided. One written medical provided by a medical doctor per month will be allowed.

Attendance cheques will be available two business days after attendance report is received from the school.

\$ 25.00 per day for NSCC Adult High School students
\$25.00 per day for Colchester Adult Learning students.

Cost of books required for courses will be covered, school must directly invoice the Millbrook Director of Educational Services or students can submit original receipts from NSCC.

Students will be eligible for the yearly school supplies allowance. If however that student fails to attend during the school year, they will not be eligible for a school supply allowance the following year.

Students will still be responsible for submitting attendance records every 2 weeks.

Ratified on: December 1, 2003 AMENDED September 20, 2018