



Alberta Works Funding Attendance and Enrolment Information

The Alberta Works Foundational Learning Program funding is intended to prepare people for employment. You are expected to be in class 100% of the time, even if you are doing well in your classes. (Please schedule appointments so they do not conflict with class time whenever possible.)

POLICY STATEMENT:

In accordance with Alberta Human Services, Training Provider Regulations Section 5, NAIT must adhere to attendance and enrollment policies for Alberta Works funded learners that meet Alberta Human Services requirements.

ATTENDANCE:

- Attendance will be tracked by your program area
- All absences ***less than 3 consecutive weeks*** will be ***considered unexcused***, documentation will not be required
- ***Full-Time Funding will be terminated*** if your absences ***in any class exceed 3 consecutive weeks in a semester***, regardless of the reason.
- ***Part-Time Funding will be terminated*** if your absences ***in all classes exceed 3 consecutive weeks in a semester***, regardless of the reason.

ENROLMENT:

- ***Academic Upgrading*** funded students ***must be enrolled a minimum of 18 hours*** of instruction per week to be eligible for ***full-time*** funding. ***Less than 18 hours*** of instruction per week is considered ***part-time***.
- ***ESL*** funded students ***must be enrolled in a minimum of 20 hours*** of instruction per week to be eligible for ***full-time*** funding. ***Less than 20 hours*** of instruction per week is considered ***part-time***.
- ***Reduce Course Load (RCL)*** approved students are required to be in a ***minimum 40% course load*** (based on the hours above) to be considered ***full-time***. (Please note that RCL approval ***must be authorized by Alberta Human Services***)

****DO NOT withdraw from any course or program without consulting with an Academic Advisor (email financialaid@nait.ca) to discuss funding implications.**