**Attendance Policy for Sterile Processing Program**

It is crucial that every student attend all scheduled classes throughout SVSTI’s Sterile Processing Program.  The Sterile Processing Program is designed as an advanced fast-paced course, requiring all students to adhere to the following Attendance Policy.

Students are allowed 2 absences during the ENTIRE 13-week Program. These absences are for true emergencies and should be treated as such.

If a student is more than 30 minutes late for any given class or leaves campus more than 30 minutes before class is over or before the instructor has dismissed the class, this will result in an absence. If a student is late 2 times (I minute is late) or leaves class early, 1 absence will occur. If a student has more than 2 absences, automatic dismissal (dropped) will result from the Sterile Processing Program.  If a student is dismissed from the Program, they will need to repeat the entire Program, which will incur a “Repeat Program Fee” of $1500.00.

SVSTI students are expected to always maintain a respectful and professional demeaner.  Students who demonstrate disrespectful and / or unprofessional behavior will be asked to leave campus which will result in an absence. Any student that has ONE no call / no show or who has left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Sterile Processing Program.

Please note that attendance is 10% of the overall Program grade.  It is crucial to be present for all scheduled on-campus education to learn the skills needed to be successful in this field of study.

Immunizations:

Students are EXPECTED to complete all Immunization requirements by the SECOND week of class.  If this expectation is not met, which causes a delay (30 days or more) in Externship placement, the student may be required to “Repeat” the program, which will also incur a “Repeat Program Fee” of $1500.00.

By signing this form, you acknowledge / agree to the SVSTI Sterile Processing Program Attendance Policy.

Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_