



Lateness Policy

All students are advised to arrive 15 minutes prior to course start time to allow time for sign-in and registration.

A student is deemed late when they arrive at the CVTC facility after the class scheduled time as outlined in the class confirmation. Students who arrive after such time will not be permitted to enter the classroom. This also applies to students who return late to class after a coffee break or lunch break.

Depending on the course, Cowichan Valley Training Centre retains the right to, **allow or not allow the student into the class** based on the Manager & Instructor's discretion.

If such action is taken the student, company or funding agency understands that they may not hold Cowichan Valley Training Centre liable for any loss whether financial, work related, work time loss, or in any other way. The payor (company, student, or funding agency) will be liable for any outstanding fees and are not entitled to a refund.