



Tours • Training • Air Taxi • Charters • Photo Flights • Movie Production • Aircraft Sales

Attendance Policy (Vocational Students, M-1)

- Students are expected to attend all class meetings of their courses. This is necessary for their success in each course. International students on a student (M-1) visa must also follow immigration laws, which say that M-1 visa students must be in a full-time schedule of classes. This means that they must be attending classes.
- Any time that you are not present for a scheduled class, Star Helicopters will record you as absent. It does not matter if you have a good reason. If you know that you will be absent, it is your responsibility to tell your Flight Instructor and Star Helicopters about it as early as possible.
- If you arrive after your scheduled classes start time, you will be recorded as absent for the days you arrived late. It is your responsibility to be here on time for the beginning of classes. You must notify your Flight Instructor and Star helicopters LLC at least 24hours in advance of your scheduled class if you know you will be late for the class.
- You need to notify Star helicopters LLC and your instructor whenever you are absent. Call our office (310-355-1959) and also do what your teacher asks on the course syllabus. Tell us why you are absent and when you will be back. Do this each day that you are absent.
- If there is a medical reason for your absence, see a doctor and bring or send us a written doctor's note. The note should explain that you have an acceptable medical reason for being absent, and it should say approximately when you will be able to return. If you miss three consecutive days or miss more than six of the last ten classes and we have not heard from you about your absence, your Flight Instructor will report you to the Star Helicopters LLC office. We will try to contact you to discuss your attendance problem. For M-1 visa students, if we cannot reach you or if you do not begin attending regularly again, we will report you to the Office of International Student Services. At this point, you could be terminated in the SEVIS computer system for international students in the U.S. You would be "out of status" and you would have to go through a long and expensive process to try to be put back into SEVIS. It is possible that this process would not be successful.



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Attendance Probation Policy

Any Star Helicopters LLC student that has total attendance below 70% for one module will be put on Attendance Probation.

This means that the student will need to get 85% total attendance for the following module. If the student does not do this, he or she will be suspended. Suspension means that the student may not attend Star Helicopters LLC. For M-1 visa students, this means that they must either go back to their country or find another school in the U.S. to attend.

Students who have been suspended and who wish to return to Star Helicopters LLC may seek to do this by writing a letter to the director explaining why there will be no more attendance problems.

Flight Instructors will report it to the office when any student misses three (3) classes in a row without notifying the Flight Instructor or when a student misses six (6) of the last ten classes.