

ATTENDANCE POLICY – EFFECTIVE SUMMER QUARTER 2026

Students are responsible to attend the classes they register for or canceling their registration at least **1 business day in advance**. (Ex: If you have a class on Saturday, you must cancel by the Thursday before.)

Students must be on-time for class. Any student that arrives more than **10-minutes late** will not be allowed to attend class and it will be counted as a class “No-Show.” That means **you cannot be more than 10-minutes late for a class.**

Students cannot cancel class registrations online. To cancel a class please email classes@ibew46.com. **Be sure to include your name and which class you wish to cancel.**

Students that fail to show up for class and did not cancel their class registration at least 1 business day in advance or are late for class are considered a class “**No Show**” and subject to the following penalties:

- **First “No Show” in the Quarter will have a \$25 monetary penalty.**
- **Second “No Show” in the Quarter will have a \$50 monetary penalty.**
- **Third “No Show” in the Quarter will have a \$100 monetary penalty and the student will be suspended from classes for the remainder of the current Quarter.**

These penalties do not stack. A student is charged only the penalty for that specific “No Show” — for example, \$50 for a second “No Show” — not the combined total of the first, second, and third penalties.

If you register for multiple classes all on the same date (double-booking) it will be treated as a class “No Show.” Please notify us ASAP to avoid this charge.

NO-SHOW FEES MUST BE PAID PRIOR TO ATTENDING ADDITIONAL CLASSES!

This means that if you have an outstanding “No Show” fee, you will not be allowed to attend any additional classes until the fee is paid in full.

“No-Show” fees may be paid online under the Bill Pay tab in your account or by calling our Dues Department at (253) 395-6500.

Any “No Show” fee not paid within 7-days will result in all of your class registrations being dropped.

No class hours will be reported to L&I for students that attend a class while having an outstanding fee.

NO EXCEPTIONS