



**FINE VINTAGE LTD**  
BY JAMES CLUER MW

## **Fine Vintage Attendance Policy**

Fine Vintage Ltd	4652	
Name of Institution	Institution Number	
<b>Attendance Policy</b>	<b>1 September 2021</b>	
Name of Policy	Effective Date	Revision Date

1. The minimum attendance requirements for students are as follows:
  - It is the responsibility of the student to attend the courses on the dates and times as scheduled. Fine Vintage does not have a mandate for minimum course attendance. However the recommended minimum course attendance amounts are as follows:
    - WSET Level 1 Award in Wines: 5 hours 15 minutes
    - WSET Level 2 Award in Wines: 16 hours
    - WSET Level 3 Award in Wines: 30 hours
    - WSET Level 4 Diploma in Wines: 116 hours
      - Note that per WSET regulations, a student must first attend the D1 and D2 Units prior to attending other course Units.
    - Fine Vintage Certification Courses: 10 hours
  - For each of the above certification courses whereby an exam is held, the student must attend and pass the exam in order to gain certification.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - If a student is unable to attend the above recommended minimum hours, it is their responsibility to make up the study time on their own.
  - For the WSET Level 4 Diploma in Wines, per WSET regulations if a student does not attend the D1 and D2 sessions they will not be permitted to sit in future Diploma Unit courses.
3. The process by which students must report an absence is as follows:
  - For regularly scheduled course dates as part of a multi-day course, students are not required to advise of any absence. No compensation will be provided for non-attendance.
  - If a student is unable to attend an entire course, they must notify Fine Vintage in writing no later than 14 days prior to the start of the course in order to qualify for a transfer or refund.
  - If a student is unable to attend a previously scheduled exam, they must notify Fine Vintage in writing no later than 14 days prior to the exam date.



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- If the notification of non-attendance for an exam is received within less than 14 days before the exam date, the student must provide a letter of exemption (e.g. doctor's note) no later than 3 days after the exam is held.