

Academic rules and codes of conduct

Attendance

Students should attend classes. It is very important that you tell us if you have to miss a class. If you are unable to come to class because you are sick or for any other reason, please let us know. If you are absent because of illness for more than three days, you should provide a doctor's note. Please remember you need more than 80% of attendance to get your certificate.

Holidays

All students are entitled to 1 week of holiday if booking a course between 1 – 6 weeks in duration. For courses which are 6 weeks or more, 2 weeks of holiday are permitted. Any holidays must be disclosed to a member of staff before the start of your course or you will lose these days.

Additional charges

Tuition fees do not cover the cost of other materials and services that you may require, including, for example, examination fees, bank charges, insurances, social activities and travel expenses.

Punctuality

If you are more than 30 minutes late for your lesson, your teacher may not allow you to do the class.

Rules Rules Rules