

Administrative and Course Completion Policies

Any violation of school policies may result in permanent dismissal from school.

Programs and courses must be completed within the allocated time unless arrangements are made with the Senior Teacher and the School Director.

To receive a certificate of completion for any program, all classes must be attended per the attendance guidelines, homework assignments completed, a final test taken, and practice teaching completed. Class participation and evaluation of practicum classes will be used to appraise teaching skills.

A certificate will not be issued until all requirements are completed.

If a participant drops out during a program, course, or workshop, hours will not be granted for the incomplete program, course, or workshop.

Students will be required to make payments based on the plan recorded in their contract unless you meet with the school to adjust your payment schedule. Students who are more than 30 days late in payments may be assessed a fee of [insert \$xx] per month unless payment arrangement are made with the school.

Continuing students must have all previous tuition fees paid in full prior to registering for another course, program, or module unless arrangements are made with the school.