

Hope for Global English, SPC Terms of Agreement



Last Updated 10/01/2021

ATTENDANCE

Attendance is recorded at each session. Students can check their attendance by asking their tutor.

Students must attend class for the agreed upon hours per week to maintain good standing and to make progress with their English Language Learning.

If student misses more than 50% of classes in any term, s/he/they can face dismissal from Hope for Global English, SPC.

Prior notice of Medical or emergency absences when approved can keep Student in good standing.

LATE ARRIVAL Such notice must be done during our administrative hours via phone or SMS (text message).

If a student is late 15 minutes or less to class, s/he/they will be considered tardy (late); three tardies, equal one absence hour. Student (s) will be charged for that hour per contracted hourly amount as agreed upon.

If a student is 16 minutes or more late to class, one lesson absence will be marked and the student will be charged for that lesson at the rate per contracted hourly amount as agreed upon.

Instructors have the option of locking virtual meeting door or in person classroom door at the start of the hour so be sure to come to class on time.

If a student leaves early, this will affect his/her/they attendance.

If a student leaves in the middle of class for an extended period of time, this will affect his/her/they attendance as well.

Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the

Student. Students who arrive late will only be tutored for the remainder of the scheduled session. There will be no prolonged sessions.

Any lost time because of the late arrival of the Tutor shall be compensated for by extending a lesson by mutual agreement and by such amount of time that was lost.