

## inlingua Leeds Rules for Students Policy

Students at inlingua Leeds agree to consent to all of inlingua Leeds rules and policies and are provided with a complete list of inlingua Leeds policies when they start their booking.

These rules are displayed around inlingua Leeds.

1. You must **come to every class**. If you are ill or cannot come to class, you must call the college before 9.15. If you are sponsored, we will tell your sponsor if you are absent.
2. You must **be on time for all classes and activities**. In the UK, being late is disrespectful and rude. If you are late, please call the college before your class starts.
3. You must **respect your classmates and your teacher**. Listen to them and be kind to them.
4. You must **do all class work and homework** given to you by your teacher. If you cannot do the work, please talk to your teacher and they can help you.
5. You must **bring your book, a notebook and a pen** with you every day. If you forget these a lot, you will be asked to pay for the photocopies of the course book (10p per page). You can buy notebooks and pens at reception.
6. You must **respect the rules of inlingua Leeds**. You can find these in our policies and you can ask us if you have any questions.
7. You must **respect the college building**. Keep the college, classrooms, student areas, kitchens and bathrooms clean and tidy.
8. You must **respect the rules of the UK**.
9. You must **complete all payments** on time.
10. If you have a problem, **talk to us** so we can help you!

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Management