

## Learner Accord

Dear Student,

Asian College of Teachers aims to foster a positive learning environment and provide a high quality educational experience. Your experience matters to us and our emphasis is on student engagement and maintaining exemplary relationship with our students.

We, at Asian College of Teachers (ACT), strive towards continuous improvement to student experience and expect our students to maintain satisfactory standards of conduct.

ACT students are required to conform to the following regulations:-

- You will be required to do an extra assignment if you miss 2 full days' classes or 4 half days' classes.
- If you miss 3 full days' classes or 6 half days' classes you will be required to do an extra online assignment after completion of in class program. You will be certified upon completion of online assignment.
- A candidate being absent from Teaching Practice (TP) session is only acceptable in case of emergency provided written document is submitted. If you miss out 2 Teaching Practice (TP) sessions, you will be transferred to the next batch and have to pay an additional transfer fee.
- If you are missing classes you will be required to collect relevant notes on your own as trainers will not be repeating the lessons for you.
- The trainer will not take any decision regarding certification and will be sending the report to the Academic Headquarter. The Academic Headquarter will decide about the issuance of Certificate.
- All students are required to be punctual for every class, and for any such mandatory meetings that relate to your class work, that may not occur during the designated class time or as informed by the trainer.
- Tardiness will be grounds for dismissal from the course.

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- You must agree to 100% attendance. Absences may be made up at the discretion of Asian College of Teachers' Lead Trainer.
- Filming during teaching sessions especially during the lesson demo and long input sessions is not permitted. Anyone found filming without proper consent will be asked to leave immediately and the respective footage may be confiscated. We expect our candidates to abide by the rules and protect the confidentiality of our programs.
- Unprofessional manner, or manner that is not in accordance with the local culture or environment, will be grounds for dismissal from the course without recourse thereof.
- You must successfully pass all components of the course within three weeks of the final date of the course in order to be eligible to receive Asian College of Teachers' TEFL certification.

We, at Asian College of Teachers, provide extra facilities for specially-abled students for their mobility.

- Specially-abled students are provided with wheelchair and an attendant.
- The main entrance and exits to the classrooms are easily accessible as there are no steps.
- Ergonomic furniture (chairs & tables) have been installed in the classrooms keeping in mind the needs of specially-abled students.
- The washrooms are also equipped for the specially-abled students and have arrangements for wheelchair users like the flushing arrangements, dispensers which are mounted at appropriate heights. Staff members are also there to help them.

We, at ACT, are focused on enhancing the student experience and promise to provide you a great learning journey right through to certification.

We, hereby, request you to acknowledge and sign the document.

Warmly,

Team ACT

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Name:

Address:

Course Date:

Location:

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Signature

[Type here]

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