



## Evening Classes Guidelines & Etiquette

We ask that all participating students kindly abide by the following rules:

- 1) Except when deemed justified by parents, **attendance at all classes** is mandatory.
- 2) Absences should be notified by parents.
- 3) Students should arrive **a few minutes before** the start of class (students more than 10 minutes late for class may not be admitted and parents will be contacted).
- 4) Students must **behave with respect** and disruptions will not be tolerated.
- 5) Students should come to class equipped with a **bilingual dictionary** for the corresponding language and will submit their **homework for correction on a week-to-week basis**, when requested.
- 6) The **vehicular language** of the class is French/Spanish/German, except when considered beneficial by the teacher to cover a particular cultural or grammatical point.
- 7) **There is no refund for unattended classes or late enrolment.**

*Merci de votre coopération*  
*Gracias por vuestra cooperación*  
*Vielen Dank für Ihre Mitarbeit*  
Thanking you for your cooperation