

## STUDENT RESPONSIBILITIES

### ATTENDANCE (1)

STUDENTS SHOULD ALWAYS ARRIVE ON TIME, IF THE STUDENT CANNOT ATTEND A CLASS DUE TO VALID REASON, HE/SHE SHOULD INFORM NACPT PRIOR TO HIS ABSENCE. IF STUDENT IS ILL AND HE/SHE SHOULD NOT ATTEND CLASS, IN ORDER NOT TO CONTAMINATE OTHER STUDENTS. A MEDICAL NOTE SHOULD BE PROVIDED TO THE COLLEGE IN THIS SITUATION.

A STUDENT WHO MISSES THE SCHEDULED CLASS FOR MORE THAN TWO CONSECUTIVE DAYS, IS AT HIGH RISK OF HAVING HIS/HER TRAINING SESSION FOR THAT COURSE TERMINATED BY NACPT AND MAY NEED TO REPEAT THE COURSE FROM BEGINNING. ONLY MEDICAL/EXTENUATING CIRCUMSTANCES CAN BE ACCEPTED AND MUST BE ACCOMPANIED BY A MEDICAL NOTE/PROOF AS EVIDENCE, STUDENTS ARE RESPONSIBLE FOR MAKE ANY ARRANGEMENTS INCLUDING MISSED CONTENT.

IF A STUDENT MISSES MULTIPLE COURSES MORE THAN TWO TIMES EACH, THEN THEY ARE AT HIGH RISK OF A POSSIBLE TERMINATION FROM THEIR ENROLLED PROGRAM AND THEY MAY NEED TO REPEAT THE ENTIRE TRAINING PROGRAM. ONLY MEDICAL/EXTENUATING REASONS CAN BE ACCEPTED, AND YOU MUST BRING MEDICAL NOTE /PROOF FOR ANY ARRANGEMENTS.

IF STUDENTS MISS ANY OF THEIR CLASSES/TRAINING, FOR OTHER THAN MEDICAL/EXTENUATING REASONS, THEY ARE NOT ALLOWED TO RECEIVE ADDITIONAL ASSISTANCE FROM THE COLLEGE/INSTRUCTORS. THEY MUST OBTAIN AS MUCH HELP FROM THE UPCOMING HELPING SESSION OR IN THE MANDATORY SESSION. PLEASE NOTE, THESE SESSIONS WILL NOT BE REPEATED. THESE SESSIONS ARE NOT A REPEATED CLASS, BUT RATHER SPECIFIED TOPICS THAT WILL BE DISCUSSED.

PLEASE BE IN THE CLASS AT LEAST 5 MIN PRIOR STARTING THE CLASS. STUDENTS WHO ARE MORE THAN 20 MINUTES LATE FOR CLASS, WITHOUT SIGNIFICANT REASON, MAY BE ASKED TO LEAVE AT THE DISCRETION OF THE INSTRUCTOR.

### EXAMS/QUIZZES/ASSIGNMENTS (2)

ALL EXAMS AND ASSIGNMENTS MUST BE COMPLETED AS PER THE NACPT SCHEDULE. EXAMS CAN ONLY BE DEFERRED WITH AN AGREEMENT WITH NACPT FOR MEDICAL/EXTENUATING REASONS ONLY, FOR WHICH A DOCTOR'S NOTICE/PROOF IS REQUIRED. ARRANGEMENTS FOR ANY MISSED EXAM MUST BE MADE BY THE STUDENT WITHIN 48 HOURS. ANY STUDENT WHO FAILS TO MAKE PRIOR ARRANGEMENTS WITHIN THIS GRACE PERIOD WILL RECEIVE "ZERO" ON THE EXAM. IN ORDER TO PASS THE COURSE, THE STUDENT MAY NEED TO RETAKE THE COURSE FROM THE BEGINNING.

BEFORE THE EXAM STUDENTS WILL HAVE TO TURN OFF AND TUCK AWAY THEIR CELL PHONES. CELL PHONE USAGE DURING ANY EVALUATION WILL LEAD TO RECEIVING A "ZERO." THE ONLY THING ALLOWED TO THE EXAM IS PEN AND CALCULATOR (IF PERMITTED). STUDENTS SHOULD ALWAYS BRING SCIENTIFIC CALCULATOR FOR EXAMS WHEN REQUIRED. USING CELL PHONES AS A SUBSTITUTE IS PROHIBITED.

WHEN ATTENDING CLASSES AND EXAMS/QUIZZES, IF THE STUDENT ARRIVES 30 MIN LATE, THE STUDENT WILL NOT BE ABLE TO ATTEND THE CLASS, EXAM/QUIZ. HE/SHE WILL HAVE TO WRITE THE EXAM/QUIZ ON ANOTHER DAY, BEING SUBJECT TO PENALTY.

IF ASSIGNMENTS/EXAM/QUIZ ARE NOT PERFORMED AS SCHEDULED AND IF THE STUDENT DOES NOT MAKE THE APPROPRIATE ARRANGEMENTS BY THE NEXT CLASS, THEY WILL AUTOMATICALLY RECEIVE A "ZERO."

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AS PER THE EVALUATION POLICY, IF A STUDENT RECEIVES AN EXAMINATION GRADE BETWEEN 45-55% AND WILL BE PERMITTED TO ATTEND A SCHEDULED RE-EXAMINATION SESSION. AS PER THE EVALUATION POLICY, IF A STUDENT RECEIVES A FINAL GRADE OF BELOW 45%, YOU MUST REPEAT THE COURSE IN ORDER TO CONTINUE IN THE PROGRAM, AT YOUR OWN EXPENSE.

STUDENTS SHOULD SUBMIT ASSIGNMENTS/PROJECTS BY HARDCOPY TO INSTRUCTORS, IF A STUDENT HAS A VALID REASON WITH EVIDENCE TO NOT SUBMIT HIS/HER ASSIGNMENT/PROJECT, HE/SHE MAY HAVE 1 WEEK TO SUBMIT IT WITHOUT PENALTY. IF THE STUDENT CAN'T MAKE IT, HE/SHE SHOULD SEND A SOFTCOPY BY DUE DATE TO THE INSTRUCTOR, AND AS SOON AS POSSIBLE THEY SHOULD BRING HARDCOPY

BY NEXT CLASS TO THE SPECIFIC INSTRUCTOR. STUDENTS THAT DO NOT SUBMIT THEIR HARDCOPY ASSIGNMENT/PROJECT ON TIME WITHOUT VALID REASON WILL RECEIVE A PENALTY.

AS PER OUR COLLEGE POLICY, MISSING ASSIGNMENTS OR EVALUATIONS IS SUBJECT TO PENALTY WITH THE REDUCTION OF 5% MARKS FOR TWO DAYS AND AFTER TWO DAYS FROM THE DUE DATE THE STUDENTS WILL AUTOMATICALLY RECEIVE ZERO, WITH THE EXCEPTION OF MEDICAL/EXTENUATING REASONS AND PROOF OF NOTICE IN ADVANCED.

A STUDENT THAT WILL SUBMIT AN ASSIGNMENT COPIED BY SOMEONE ELSE'S WORK OR IDEAS AND PASSING THEM OFF AS ONE'S OWN, WILL AUTOMATICALLY RECEIVE A "ZERO", WITH NO CHANCE TO RE-SUBMIT. THIS IS CONSIDERED PLAGIARISM.

A STUDENT THAT IS CAUGHT CHEATING, WILL AUTOMATICALLY GET ZERO, WITH NO CHANCE TO RE-WRITE. CHEATING AND PLAGIARISM ARE STRICTLY PROHIBITED. ALL STUDENTS ARE REQUESTED TO REFRAIN FROM ENGAGING IN SUCH ACTIVITIES.

## CLASSES (3)

STUDENTS ARE NOT PERMITTED TO BE IN THE LABORATORY ALONE, THEY SHOULD ALWAYS BE ACCOMPANIED BY A TEACHER/TECHNICIAN.

IT IS STRICTLY PROHIBITED FOR STUDENTS TO EAT IN LABORATORY OR BOARDROOM; THEY SHOULD EAT IN THE DESIGNATED AREAS, KITCHEN OR FRONT RECEPTION.

ALL STUDENTS ARE EXPECTED TO BE ENGAGED DURING CLASS TIME. STUDENTS WHO SLEEP IN CLASS OR READ NON-CLASS MATERIALS DURING CLASS DISRUPT THE COURSE, AS DO STUDENTS WHO ENGAGE IN OTHER NON-CLASS ACTIVITIES SUCH AS USING A CELL PHONE AND WORKING ON AN ASSIGNMENT FOR ANOTHER COURSE. THIS BEHAVIOR DISRUPTS THE LEARNING ENVIRONMENT FOR ALL INVOLVED AND COMPROMISES THE LEARNING PROCESS.

LECTURES SHOULD NOT BE VIDEO/SOUND RECORDED.

STUDENTS SHOULD KNOW THAT THE STUDENT-INSTRUCTOR INTERACTION SHOULD BE PROFESSIONAL. STUDENTS SHOULD NOT SUBMIT RESUMES TO INSTRUCTORS. STUDENTS WILL GET FUTURE HELP WITH THE JOB ASSISTANCE PROGRAM. INSTRUCTORS CAN GUIDE STUDENTS BUT AT THE APPROPRIATE MOMENT AND NOT DURING COURSES. YOUR JOB ASSISTANCE PROGRAM WILL START TOWARDS COMPLETION OF YOUR FINAL SEMESTER; AND THEREFORE, YOU HAVE TO WAIT TO APPROPRIATE TIME TO GET THE JOB ASSESSMENT FROM ALUMNI AND INSTRUCTORS.

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## TUITION PAYMENT (4)

ONCE THE PAYMENT PLAN IS GIVEN TO THE STUDENT, THE STUDENT HAS A PERIOD OF 5 BUSINESS DAYS TO REVISE AND REQUEST FOR TUITION PAYMENT PLAN ADJUSTMENTS. ONCE THE PAYMENT PLAN IS FINALIZED IT CANNOT BE CHANGED, AND POST-DATED CHEQUES HAVE TO BE GIVEN WITHIN 10 BUSINESS DAYS. IF STUDENT WOULD LIKE TO MAKE ANY ADJUSTMENT TO HIS/HER PAYMENT PLAN, DUE TO EXTREME CONDITIONS, HE /SHE WILL HAVE TO MAKE REQUEST VIA LETTER OR EMAIL TO THE COLLEGE.

AN EMAIL WILL BE SENT TO STUDENTS AS A REMINDER FOR TUITION PAYMENT, BUT IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE HE/SHE HAS THE APPROPRIATE FUNDS BY THE DATE THAT HAS BEEN AGREED. PLEASE NOTE THAT THE CHEQUE CAN BE DEPOSITED WITHIN 5 BUSINESS DAYS OF THE DATE OF THE CHEQUE. TO HOLD A CHEQUE THE STUDENT IS RESPONSIBLE TO INFORM NACPT IN WRITING, BY LETTER OR BY EMAIL.

MISSING PAYMENT OR FAILURE TO MAKE APPROPRIATE PAYMENT ARRANGEMENTS ON TIME MAY LEAD STUDENTS TO BE TERMINATED FROM THE PROGRAM. STUDENTS NEED TO BE ON THE TOP OF THE PAYMENT SCHEDULE AND NEED TO COMMUNICATE WITH THE ACCOUNTING DEPARTMENT ON ANY ISSUES OR DELAYS.

IF THE TUITION PAYMENT CHEQUE IS RETURNED (BOUNCED) THE STUDENT WILL HAVE TO PAY AN ADDITIONAL FEE OF \$100 CAD AND MAKE THE FULL PAYMENT WITHIN 2 BUSINESS DAYS VIA NEW CHEQUE OR EMAIL TRANSFER.

IF A PROGRAM GETS TERMINATED FOR ANY REASONS, THE STUDENTS ARE REQUIRED PAY FOR THE PERIOD THAT THEY HAVE STUDIED AT NACPT. PRIOR TO THE HALF WAY POINT, STUDENTS ARE RESPONSIBLE FOR COVERING THE TUITION PORTION THAT THEY COMPLETED. AFTER MIDPOINT OF THE PROGRAM, THE STUDENTS ARE REQUIRED TO PAY THE FULL TUITION FEE AND NO GRANT WILL BE PROVIDED FOR ANY TERMINATED STUDENTS.

WITHOUT CLEARING THE ANY OUTSTANDING PAYMENTS ON TIME, STUDENTS CANNOT GRADUATE/GET CREDENTIAL FROM ANY SPECIFIC PROGRAMS.

## OTHER

STUDENTS ARE NOT ALLOWED TO TAKE OUT OF THE SCHOOL PREMISES ANY BOOK FROM LIBRARY. STUDENTS CAN USE BOOKS FROM LIBRARY ONLY WITHIN THE SCHOOL PREMISES.

STUDENTS ARE NOT ALLOWED TO USE MAIN PRINTER. IF STUDENT NEEDS TO PRINT, HE/SHE SHOULD ASK NACPT STAFF TO PRINT FOR THEM AND PAY THE APPLIED FEES (\$0.05/PAGE). MAXIMUM NUMBER OF PAGES FOR PRINTING IS 20 PAGES EACH TIME.

STUDENTS WHO NEGLIGENTLY LOSE, DAMAGE, DESTROY, SELL, OR OTHERWISE DISPOSE OF COLLEGE PROPERTY PLACED IN THEIR POSSESSION OR ENTRUSTED TO THEM WILL BE CHARGED FOR THE FULL EXTENT OF THE DAMAGE OR LOSS AND BE SUBJECT TO DISCIPLINARY ACTION.

STUDENTS HAVE A RESPONSIBILITY TO KEEP THE COLLEGE INFORMED OF ANY CHANGES IN NAME, ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER.

AS PART OF THE JOB ASSISTANCE PROGRAM, STUDENTS SHOULD CONSENT TO USE THEIR PHOTOS FOR EDUCATIONAL MATERIAL NETWORKING PURPOSES. STUDENTS WHO HAVE NOT SINGED A CONSENT TO USE THEIR PHOTOS; IT IS THEIR RESPONSIBILITY NOT TO APPEAR IN PHOTOGRAPHS IN SCHOOL PREMISES. STUDENTS WHO DO NOT CONSENT WILL NOT PARTICIPATE IN THE JOB ASSESSMENT PROGRAM.

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CELL PHONE USAGE WILL NOT BE PERMITTED IN CLASS. WE ASK ALL STUDENTS TO TURN THEIR PHONES OFF OR KEEP ON SILENT. IF A STUDENT NEEDS TO USE THEIR PHONE, THEY MAY EXCUSE THEMSELVES FROM CLASS IN A QUIET MANNER. WE EXPECT YOU TO RESPECT THE LEARNING ENVIRONMENT, OTHER STUDENTS, NACPT STAFFS AND INSTRUCTORS AT A HIGH LEVEL OF PROFESSIONALISM AND POSITIVE ATTITUDE.

I, \_\_\_\_\_ UNDERSTAND NACPT'S STUDENTS RESPONSIBILITIES.

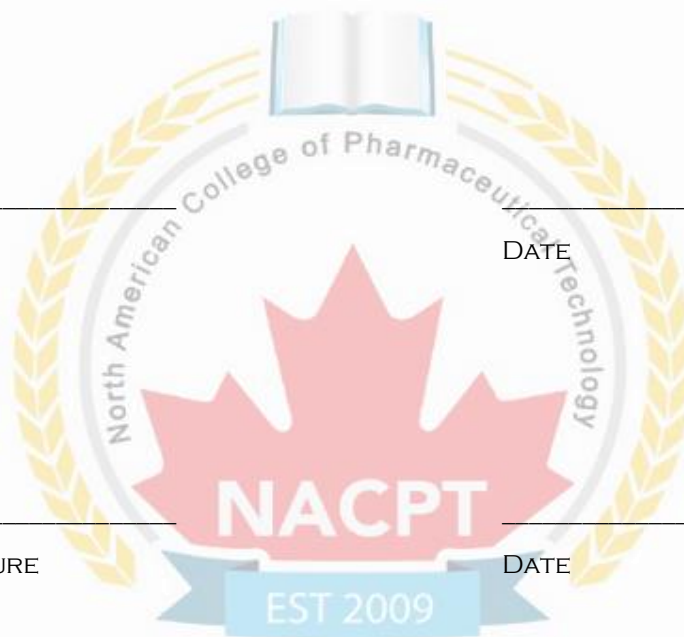
STUDENT NAME

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STUDENT SIGNATURE

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DATE

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NACPT STAFF SIGNATURE

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DATE



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