



## **BEHAVIOUR RULES**

Not adhering to the following behaviour rules or any of the Institutes rules and regulations (enrolment form/student handbook) may lead to disciplinary procedure.

### **Behaviour Rules**

- ⇒ You must treat Institute students, staff and homestay family members with respect
- ⇒ You must treat the property of Institute students, staff and homestay families with respect.
- ⇒ If you damage Institute property in any way you must report it immediately and you may be charged for it.
- ⇒ If you borrow Institute property you must return it in good condition.
- ⇒ If you damage it you may be charged a replacement fee
- ⇒ You must not use bad or offensive language at any time
- ⇒ You must not bring or use alcohol or drugs on Institute premises
- ⇒ You must not bring any sort of weapon to Institute
- ⇒ You must not smoke or spit on Institute premises
- ⇒ You must keep the Institute tidy and clean up areas after use
- ⇒ You must complete your set homework before your next class
- ⇒ You must tell the Administration Manager if you change your accommodation address and any contact details, such as land and mobile phone numbers, email address, etc

Once you have read and understood these rules, please cut the bottom of this form off, sign it and return it to reception as soon as possible. We need you to complete this form to say that you understand the institutes rules and regulations and agree to follow to them.

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### **Agreement to the Rules and Regulations**

I \_\_\_\_\_ have read and understood the above rules and agree to abide by them.

Signature:

Date: