

## The SMART Program – 2023 RULES AND REGULATIONS

### WITHDRAWAL/CANCELLATION

Enrollment may be cancelled by the parent(s)/guardian(s) without penalty upon written notification delivered one week to the start date of the program.

In the event of **documented** medical reasons (doctor's note, etc) or documented personal/family emergency that will require student to withdrawal from the program, prorated fees (10% of tuition paid by parent/guardian multiplied by the number of full weeks remaining) will be returned.

All other withdrawals will result in forfeiture of ALL fees.

### ATTENDANCE:

SMART classes begin promptly at 9:00 am and end at 12:00 pm. **Students who plan to be absent more than once cannot attend the program.** Unexcused absences will result in immediate dismissal from the program without return of fees. Any student who is late three (3) times will be immediately dismissed from the program without return of fees. **Excused absences include: Sick, family emergency and/or educational activity. That is it! We must be notified in advance in writing (except for emergencies)**

### CODE OF CONDUCT: NOTE UPON ACCEPTANCE YOU WILL RECEIVE A MORE DETAILED CODE OF CONDUCT THAT IS TO BE SIGNED BY PARENT/GUARDIAN AND STUDENT

**Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend on the student's attitude toward learning and the student's adherence to high standards of behavior. It is expected that every student:**

- Demonstrate courtesy and responsible behavior
- Respect the rights and property of teachers, other students, and all members of the University community.
- Attend all activities on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dress appropriately.
- Obey all University, SMART and classroom rules and directives.

All electronic devices including cell phones, personal audio devices, etc. must be turned off during all activities unless permitted by the instructor. Students should log into each session preferably on a desktop device.

Fighting, profane language and inappropriate conduct will NOT be tolerated. **Any student failing to meet these expectations will be dismissed from the program without return of fees.**

### LATE PAYMENT/NON-PAYMENT/RETURNED CHECK FEES

A fee of \$25 will be assessed for payments that are more than five days overdue and any returned checks. Tuition and fees must be replaced with a money order or cashier's check within five (5) business days following receipt of notification. Any payments not received as described will result in participant's inability to participate in program activities for three (3) days after which participant will be dismissed.

### VISITORS

To help ensure the safety and avoid disruption of the students' learning, parents are not allowed in the google classroom during instruction.