

**-AL BUSHRA SCHOOL -**  
**TERMS & CONDITIONS**

**Young Applicants : under 16 years of age**

<p>Parents are responsible for :</p> <ol style="list-style-type: none"><li>1- Enrolling their children</li><li>2- Paying fees as stated in the offer of a place</li><li>3- Ensuring the E-safety of their children while using the internet</li><li>4- Ensuring appropriate setting for the running of the session (no interfering noises and disturbances...)</li><li>5- Ensuring children are dressed appropriately and sitting at a desk</li><li>6- Ensuring the device used to log on to the session is a computer and not a phone or a tablet</li><li>7- Ensuring attendance of the applicant for a minimum of 75% of the course</li><li>8- Accepting the loss of the child in the course if absence passes the level of 25% of the course</li></ol>	<p>Students are responsible for :</p> <ol style="list-style-type: none"><li>1- Interacting with teachers with respect</li><li>2- Not doing anything that could disrupt the running of the class</li><li>3- Not using phone to speak, watch or text anyone during the session</li><li>4- Not doing any recording of the session as audio or video</li><li>5- Being on time for the lesson</li><li>6- Committing to the time table set for the course and avoid absences from sessions , with a maximum allowance of 25% of the course total.</li><li>7- Ensuring books and all learning material is present during the session</li><li>8- Completing Learning tasks given between sessions.</li><li>9- Buying/or Paying for the Learning Material (Books) used in the course.</li></ol>
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**Applicants: Adult Courses**

<ol style="list-style-type: none"><li>1- Paying the fees of the chosen course , as agreed and stated in the offer.</li><li>2- Ensuring appropriate setting for the running of the session (no interfering noises and disturbances... no mobile phones "on"), sitting at a desk ...dressed appropriately.</li><li>3- Ensuring the device used to log on to the session is a computer and not a phone or a tablet</li><li>4- Respecting the scheduled dates of sessions and their timing.</li><li>5- Attending the Course with a maximum of 25% absence; otherwise the place in the course is lost / and no refund made.</li><li>6- Obtaining the Learning material the Course uses and have it available during the session.</li><li>7- Respecting the teacher and other classmates.</li><li>8- Not making any recording of the session – audio or video.</li></ol>
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