



STUDENT LEARNING AGREEMENT ESL ACADEMY

I agree to follow these rules:

1. I will only speak English inside the ESL Academy.
2. I will pay my tuition in full no later than Friday of Week 1 of classes. I will pay my Student Fees in full by Friday of Week 1. I understand that I will not be allowed to come to class on Monday of Week 2 or any day thereafter until my tuition bill is paid in full. I will be marked absent and my legal status in the US may be jeopardized.
 - a. For *sponsored students*, I will present a valid Financial Guarantee Letter (FGL) from my sponsor on the day of registration or I will pay the tuition in full with personal funds. Otherwise, I understand that I will not be allowed to come to class on the first day of classes or any day thereafter until my tuition bill is paid in full. I will be marked absent and my legal status in the US may be jeopardized.
3. I will attend all classes.
 - a. I understand that I can be absent 15 hours in a term without problems. Sick days are not excused. Excuses for medical emergencies are at the discretion of the Director.
 - b. I understand that if I am absent 16 – 25 hours in a term, I will be put on probation.
 - c. I understand that if I am absent 26 or more hours in a term, I will be dismissed immediately.
4. I will not be late to class.
 - a. I understand that if I am late 1-10 minutes, the Specialist will note that I am late. Three “lates” equal one hour of absence.
 - b. I understand that if I am late 11 or more minutes, the Specialist will mark one hour of absence.
5. I will smoke 25 feet (8 meters) away from the doors of the building. I will only smoke on the corner of Arapahoe Street and 17th Street.
6. I will be prepared for class every day.
 - a. I will purchase my books during the first week of classes. I understand that if I do not have books for class, my Specialist may dismiss me and not allow me to return until I bring my books to class.
7. I will pass my classes.
 - a. I understand that I may fail a class only once.
 - b. I understand that if I fail a class twice, I will be dismissed.
 - c. I understand that if I fail one class, I will fail the entire level and must repeat that level
8. I will follow all rules of proper behavior at CU Denver and the ESL Academy.
 - a. I understand that if I cheat, plagiarize, hit another student or break any behavioral rule, I will either be put on probation or dismissed (depending on the severity of the behavior).
9. I will silence my cell phone during class time.
10. I will carry health insurance.
 - a. I understand that I was provided information about the insurance requirement and that there are serious risks if I fail to have insurance at all times.

PRINT YOUR NAME

SIGN YOUR NAME