

XENION INTERNATIONAL SUMMER CAMP GENERAL INFORMATION FOR STUDENTS

1. ATTENDANCE AND TIME KEEPING

- > All School students are expected to attend all their classes. Any absence should normally be only for illness or authorised holiday.
- > It is the responsibility of the student to inform the School of illness or other reasons for absence.
- > Students are encouraged to keep good time. Late arrival at the start of the class or return from breaks is disruptive to the class as a whole. Late entry to class is at the discretion of the School.
- > No extension or refunds will be given for exclusion from the class due to late arrival.
- > The School will issue a school leaving certificate only if satisfactory attendance has been maintained (except under exceptional circumstances).

2. CLASS LEVEL

- > All new students are required to take a Placement Test or Tests.
- > The result of the test(s) will place a student in the appropriate level for their chosen course. Should a student be found to be at a lower level, the School reserves the right to place the student in a class of a suitable level until the appropriate language level is reached. If the student chooses to leave as a consequence, no refund of fees will be made. The student may discuss this matter with the Academic Director whose decision will be final.
- > Students may change their study level if this is agreed by their teacher and the Operations Director, and if the School procedures for class changes are followed.

3. EXAMINATIONS

- > The School enters students for an examination at their request. The student is responsible for ensuring that examination entries and fees are paid on the dates due.
- > Entry to examination classes is subject to passing an entry test. Students who do not pass this test will be placed in another suitable class until the appropriate language level is reached.
- > The School reserves the right not to enter a student for an examination.

4. CONDUCT AND DISCIPLINE

- > In cases of proven criminal offence or flagrant misconduct, the School reserves the right to expel any student. In these circumstances, no refund will be given.
- > Students are expected to behave in an orderly manner and any willful damage to the School property or personnel will be treated as gross misconduct. In the case of such misconduct the student will be held personally responsible for rectifying any damage caused.
- > Students will also be expected to behave respectfully towards other students and neighbours of the School. Extreme cases may result in expulsion.
- > Students are expected to observe fire and safety rules displayed at the School. Failure to comply with such rules may lead to expulsion from the School.

- > Smoking is not permitted inside the school buildings. Students smoking outside the buildings must take care not to disturb neighbours or pedestrians.
- > The School buildings are located in prestigious areas and students are expected to maintain good relations with the neighbours by behaving in a considerate manner.

5. LIABILITY

- > The School, its employees and its representatives accept no responsibility for personal injury in the School premises as a result of fire, accidental failure of equipment, weather conditions or otherwise.
- > This also applies to public and private places included in School trips and excursions.
- > Students are responsible for having medical insurance upon arrival. The School is not liable for the cost of medical appointments. If ignored it may impose serious health risks followed by highpriced treatments.
- > The School cannot be held liable if student's personal belongings are damaged or stolen due to negligence during their time at the School premises. It is recommended to have valuable belongings insured. Each student must take personal responsibility and attention by keeping close personal belongings and to refrain from bringing valuables to the premises.
- > The School is not responsible for the safekeeping and delivery of any post, fax etc., sent to students at the School address or for the safekeeping of exam results or certificates

6. GENERAL

- > Photographs of the students may be used in the Schools promotional and publicity material unless the student specifically objects. Students will not be paid for the time involved in the taking of such photographs and will assign to the School any rights to royalties they may have. The School reserves the right to use all photographs in any way the School sees appropriate in promoting itself and the copyright to all photographs shall belong to the School.
- > It is the policy of the School not to disclose personal details of any student to a third party (other than the appropriate authorities) without prior written authority of students.
- > The School does not provide parking or storage facilities. Any items left at the premises or outside the School are left at the owner's risk.
- > The decisions of the Directors will be final and binding in all cases and for all students and/or their agents/representatives. While our facilities do cater for disabled clients, we may not be able to provide the full programme offered due to the nature of some of the activities and excursions.

George Phylactou



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Xenion Education

Director | Xenion Education