

**Kiswahili Learning Centre**

**#207, 11044 51 Avenue  
Edmonton, AB  
T6H 5B4**

Tel No: +1 780 4068384/780 8036033

Email: [info@kilece.com](mailto:info@kilece.com)

**#257, 99-1568 Melivale Rd  
Ottawa, ON  
K2G 5Y7**

Tel No: +1 613 2978837

Email: [info@kilece.com](mailto:info@kilece.com)

**STUDENT REGISTRATION FORM (18+ yrs)**

Name:.....

Date of birth:.....

Address:.....

Phone #:.....

E-mail:.....

Emergency Contact name:.....

Emergency Contact address:.....

Emergency Contact Phone #:.....

**I agree to the following:**

- In the case of an accident, sudden illness or injury, I give consent for staff to seek medical attention or treatment on my behalf. This includes calling an ambulance to ensure I receive immediate care needed and/or transport to a medical facility. All costs incurred shall be my responsibility.

Signature:.....

Date:.....

Instructor's Name:.....

Instructor's Signature:.....

Date:.....

## Kiswahili Learning Centre Policies

### Operating Hours

<b>Activity</b>	<b>Time</b>
Students Arrival time	5 minutes to 10 minutes before class
Lessons	9:00am – 3:00pm (9am-11am, 11am-1pm, 1pm-3pm)
Speech Labs/Practice	7:00pm - 8:00pm every Wednesday or as applicable
Students Departure time	5 minutes after class

#### 1. **Absenteeism**

To optimize student academic development, consistent attendance of lessons is necessary. If a student will be absent or late, please notify the office by calling 780 803 6033 or texting (SMS) +1 780 8036033(Edmonton)/+1 613 3978837(Ottawa). Parents or the student's guardian will be notified when their children are late.

#### 2. **Mobile Devices**

Mobile devices including iPods, video games, Nintendo will not be allowed during classroom hours. Electronic devices will only be used for class related activities at the discretion of the instructor.

#### 3. **Students Discipline and Code of Conduct**

Students will be expected to be respectful towards their peers and teaching staff. This is vital in creating a conducive learning environment. Applicable rules and regulations include but are not limited to the following:

- No person may smoke in the school premises or attend class when intoxicated
- Due to Health concerns, participants are requested not to attend class when they pose a health risk to other persons in the program
- Any form of abuse towards staff in the program will not be tolerated
- The Kiswahili Learning Centre premises, equipment and any materials thereof shall be treated with utmost respect by participants. Vandalism and destruction of property will not be tolerated. Any costs for repairs/replacement will be the responsibility of the person in question
- When on video enabled classes, avoid electronic activities that distract other students

Lack of adherence to these rules may result in warnings or termination of attendance for participants with no refund of tuition fees paid.

#### 4. **Leaving the class during lesson time**

In the eventuality that you need to leave during lesson time, please notify the teaching staff in advance in order to limit disruption of learning.

#### 5. **Program fee structure**

To cover the operating expenses of the program such as teaching material/equipment, venue rental and other miscellaneous expenses, the fee will be **CAD\$25/hour** per student.

Fees are due at the beginning of the course and are payable by cheque, money order, direct deposit or cash. Receipts will be issued upon payment.

In case of withdrawal from the program, fees less standard administration fee will be refundable if communication to Kiswahili Learning Centre is effected not later than one week after the start of the month. The administration fee will be **CAD\$20** to cover prepaid expenses for the program.

I.....have read and understood these policies

Signature: ..... Date: .....