

CASA COLLEGE



1961

STUDENT REGULATIONS FORM

All students are required to read and agree to the following regulations.

FILE No:

FINANCIAL REGULATIONS

01. Tuition fees are paid by wire transfer and are payable to Educational Organisation C.C. Saveriades only. The College is not responsible for any amount paid by the students to educational consultants abroad.
02. Students whose tuition fees have not been paid in full will not be allowed to continue their studies next year and may be required to withdraw from the College.
03. Students who must re-take an exam must pay the College the re-take examination fee of 20€.
04. Students who attend the Hotel Administration course must wear a uniform during the kitchen classes.
05. Students will not be permitted to take their exams if they have not settled in advance their financial obligations with the College.
06. Students can request a refund of the tuition fee by applying in writing to the Director of Admissions & Enrolment. Tuition fee refund is payable, in the following manner:
 - If the student does not arrive in the Republic of Cyprus for any reason, 100% of the tuition fee is refunded.
 - After arrival in the Republic of Cyprus but before the commencement of classes, 50% of the tuition fee is refunded.
 - During the 1st week of classes, 10% of the tuition fee is refunded.
 - During the 2nd week of classes, 5% of the tuition fee is refunded.
07. No refund is payable in the following instances:
 - after the 2nd week of classes,
 - for the application fee (€165), or
 - for any other expenses apart from tuition (migration authorities, x-ray, blood test, medical insurable).

ACADEMIC REGULATIONS

01. Students whose English is limited and their mark for the English language is less than 50% on their High School Leaving Certificate must take a written English Language Placement Test and a Speaking Test at the beginning of their studies. This is for being placed in a Foundation class according to their English language level.
02. Students who fail to comply with the College regulations (such as incomplete set work, absence from classes, etc.) will be cautioned by the Head Registrar. If, after warning, there is no cooperation, students are liable to immediate expulsion, and the Migration Authorities will be notified to revoke their visa.
03. Students must attend a minimum of 70% of their classes. Failure to do so will result in suspension.
04. The College reserves the right not to open a course or a subject due to low enrollment.

GENERAL REGULATIONS

- 01. Students should conduct themselves in an orderly manner. Behaviour likely to bring the name of the College into disrepute leads to suspension.
- 02. Students must have their Student Youth Card with them at all times. Staff is instructed to check Student Youth Cards periodically.
- 03. International students are bound by the rules and conditions laid down in their student visa.
- 04. Students are responsible to know their College schedule for the classes, exams and any other College events.
- 05. It is understood that Casa College students are adults. The College provides students with the freedom and encouragement to make decisions, and requires that they assume responsibility for and accept the consequences of their behaviour.
- 06. Students are responsible to conduct themselves in a manner that is not offensive to the College or any of the staff members. Failure to do so will result in disciplinary action against the students.
- 07. Students are responsible for their personal belongings and cannot hold, in any instance, the College or any of the staff members accountable for loss or damaged property.
- 08. Students are notified that the campus is under 24-hour surveillance through the use of security cameras.
- 09. Students are responsible to read and familiarise themselves with the College's Code of Conduct.

I have read, understood and agree with all the regulations and conditions of Casa College.

PRINT NAME:

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STUDENT'S SIGNATURE

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DATE