

# STANFORD ENGLISH ACADEMY

## INSTITUTE OF INTENSIVE ENGLISH

Founded By: R.N. Thakur Charitable Trust

Recognized by: Maharashtra State Board of Vocational Examinations

### STANFORD ENGLISH ACADEMY POLICIES

1. Classroom Policy
2. Computer/Language Lab Policy
3. Library Policy
4. Canteen Policy
5. Attendance Policy
6. Absence Policy
7. Cancellation of Enrollment
8. Changes to Program Requirements
9. Certificate Policy
10. Complaints/ Grievance/Misbehavior issues
11. Student Code of Conduct
12. Fees and Refund Policy
13. Hostel Fees and Refund Policy

#### Classroom Policy

1. Strictly no food and drink
2. Strictly no internet surfing
3. Strictly no mobile/telephone usage
4. Strictly no usage of any other language other than English

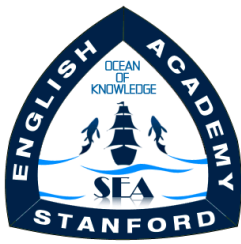
A student is not allowed to use the Teacher's computer. If found using, Rs.500 will be charged as a fine.

#### Computer/Language Lab Policy

1. Strictly no food and drink
2. Strictly no mobile/telephone usage
3. Internet surfing (Messenger/Movie/Music strictly require a Headphone)

#### Library Policy

None of the students are supposed to take any books without assistance and permission from admin staff. If any student wants books from the Library, please inform the Admin staff. They will help you out with the selection of books. The student is required to maintain a record in the Library Register.



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### **Canteen Policy**

1. Clean all utensils after using them
2. Rubbish must be placed in the Rubbish Bin only
3. Empty all food items from the refrigerator on every Friday. Refrigerator will be cleaned and be switched off during weekend

### *Damages of the Academy Premises/Belongings*

1. Dish/Glass will be charged Rs.100 per piece
2. Chair will be charged Rs.1,000 per piece

### **Attendance Policy**

1. If a student is late for 30 min, then the student would be marked absent for the session.
2. If a monthly attendance is less than 50 %, the student will not be permitted to appear for the monthly test
3. If a student is absent from the class for more than 3 days continuously without informing the Administrative Staff, the Academy has all rights to report the student to the Police Officer
4. If a student is absent from the class for more than 2 weeks continuously without informing the Administrative Staff, The Academy holds all right to cancel the Admission
5. If a student is having a total attendance of less than 50 % during course period, the student will not be permitted to appear for a Final Test. The certificate of completion will not be given to the student

### **Absence Policy**

#### *Absence Due to Illness*

Students who are absent because of illness or accident should contact the Admin Staff/Teachers as soon as possible.

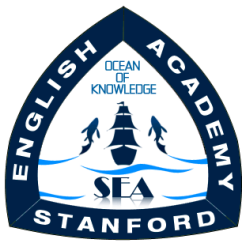
Extended absence from courses due to illness or accident should be discussed with the Principal. Students should note that in instances where course requirements will be impossible to complete due to the extended absence, a medical certificate(s) is/are required.

#### *Absence due to other reasons*

*Religious Ceremonies* : Students who are absent from courses in order to attend religious ceremonies should inform the Admin staff/teachers prior to each absence.

*Trips* : Students who are absent from courses in order to travel by their own arrangement should inform the Admin staff/teachers prior to each absence. Please note, the attendance will not be counted

#### *Leave of Absence (Academic Studies)*



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Students who withdraw from the Academy for any reason may apply for Academic Leave of Absence for the remainder of the current academic year. Such leave allows students to be considered “continuing students”. Requests for leave of absence are not automatic and are granted at the discretion of the Principal. Additional requirements for re-admission may be a condition of the leave

### **Cancellation of Enrollment**

The Academy reserves the right to cancel immediately the enrollment/study of a student who has failed to pay full fees when due. A USD50.00 Reinstatement Fee will be charged in cases where students are permitted to re-enroll.

### **Changes to Program Requirements**

Students will normally be able to complete a course according to the requirements in place at the time they begin the course. If any changes in the course, the student must contact their teacher for the reasons of changing the course. Students in this situation are urged to consult with their teacher.

### *Course Prerequisites*

Some courses such as IELTS, TOEFL, Academic English courses have prerequisites (courses or other requirements), which must be successfully completed prior to taking the next course. Prerequisites are designed to ensure that all students in a class have the preparation necessary to give them a reasonable chance to succeed.

### *Permission of Instructor as a Course Prerequisite*

Some course prerequisites include the option of obtaining “Permission of teacher.” In these cases, students who enroll but who are lacking the stated prerequisite must discuss their backgrounds with the teacher. The teacher may choose to deny permission and request the student’s name be removed from the class list. If “Permission of teacher” is not noted as an option for the prerequisite, the prerequisite may only be waived with the written permission of the Principal.

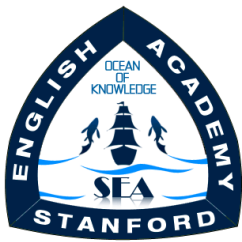
### **Certificate Policy**

On completion of a study (as stated on the admission), a Certificate of Completion will be issued to a student. Attendance and Final test will be mentioned on the Certificate of Completion.

Admission Course will be mentioned on the Certificate of Completion. In case a student has changed the course, only the recent course will be mentioned on the Certificate of completion.

### **Results**

At the end of each month, results are available and will be posted on the notice board



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### Test Schedules

Monthly Test and Final Test schedule noting dates, time, and location, will be posted on the notice board 1 week before commencement of test/exams. **No travel plans should be made during the exam dates listed in the calendar.**

### Complaints/ Grievance/Misbehavior issues

If students have complaints about a course or service, usually the best method of handling the problem is to deal directly with the Teacher or admin member. If this does not resolve the problem, or does not seem feasible, students should discuss the problem with the Principal. Complaints form is needed to be submitted.

*Grievance and Misbehave mean:*

- The act of inflicting hardship or harming any person in the Academy Premises
- The cause of hardship or harming any person in the Academy Premises

Students should attend the class regularly. While attending the class, there should be no ill-behavior or mischief in the class. If any student breaks the Academy rules, the Academy has all rights to suspend the students or take necessary steps against the student.

Any issues regarding the students' academic status will be discussed with the Teacher. Only 1 Warning will be given to the student, if any rules are breached by them.

If the students repeat the same behavior again, the students will be referred to the Principal. The Principal has all rights to give the instructions below:

*The Rules:*

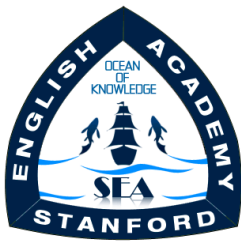
- Students not allowed to enter to the Academy premises for 1 Week. OR
- Terminate the study on immediate effect. OR
- Report to the FRRO Office to cancel the Visa

### Student Code of Conduct

*Standards of Academic Integrity*

Students are expected to meet the standards of academic integrity as indicated in this policy. Standards of academic integrity include, but are not limited to:

- independently producing work submitted under one's own name;
- properly and appropriately referencing all work;
- identifying all collaborators in work;



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- completing examinations without giving or receiving assistance, excepting those students requiring assistance due to a documented disability;
- respecting the integrity of examination materials and/or the examination process; and
- respecting the integrity of computer security systems, software copyrights and file privacy of others.

### *Academic Misconduct*

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Academy Policy.

Academic misconduct includes, but is not limited to, the following acts:

- Cheating
- Plagiarism
- Facilitation of Academic Misconduct. Helping or attempting to help another to commit act(s) of academic misconduct as outlined above.

### **Fees and Refund Policy**

- A full course fees is required to pay in advance and before receiving Confirmation of Enrollment.
- Prior to the census date, course fees already paid to the Academy will not be refunded.
- No refund is payable if the student withdraws after census date, cancel course/Leave of Absence after commencement (including continuing students).
- Extra services such as Airport pickup and Accommodation arrangement have separated fees/charges. Once the fees already paid to the Academy will not be refunded or adjusted with the other fees/students.

### **Hostel Fees & Refund Policy**

Students staying in the Hostel have to obey the Rules & Regulations of the Hostels. The Hostel is a separate entity from the Academy. We will not involve in any issues related to the Hostel. Hostel policy will be given on the Orientation day.

### **Strictly No Alcohol/Drugs/Smoking in the Hostel and the Hostel surroundings**

None of the rent will be refunded to a student in case of breach of the Rules & Regulations of the Hostel. Hostel deposit will be paid to the student 2 days before leaving the Hostel (as per the contract). In case if the student leaves the hostel before the contract period, deposit will not be refunded.

A refund amount will be calculated in US dollar as per the Hostel Fees Structure mentioned on the website.