ASIAN COLLEGE OF TEACHERS
Teach & touch lives.

Learner Accord

Dear Student,

Asian College of Teachers aims to foster a positive learning environment and provide a high-quality educational experience. Your experience matters to us, and we emphasise student engagement and maintaining exemplary relationships with our students.

At Asian College of Teachers (ACT), we strive to continuously improve the student experience and expect our students to maintain satisfactory standards of conduct.

ACT students are required to conform to the following regulations:

- You will be required to do an extra assignment if you miss 2 full days' classes or 4 half days' classes.
- If you miss 3 full days' classes or 6 half days' classes, you will be required to do an extra online assignment after completion of the in-class program. You will be certified upon completion of the online assignment.
- A candidate being absent from the Teaching Practice (TP) session is only acceptable in case of emergency, provided a written document is submitted. If you miss out on 2 Teaching Practice (TP) sessions, you will be transferred to the next batch and have to pay an additional transfer fee.
- If you are missing classes, you will be required to collect relevant notes on your own, as trainers will not be repeating the lessons for you.
- The trainer will not make any certification decision and will send the report to the Academic Headquarters. The Academic Headquarters will decide on the issuance of the Certificate.
- All students are required to be punctual for every class, and for any such mandatory meetings that relate to their class work, which may not occur during the designated

class time or as informed by the trainer.

- Tardiness will be grounds for dismissal from the course.
- You must agree to 100% attendance. Absences may be made up at the discretion of Asian College of Teachers' Lead Trainer.
- Filming during teaching sessions, especially during the lesson demo and long input sessions, is not permitted. Anyone found filming without proper consent will be asked to leave immediately, and the respective footage may be confiscated. We expect our candidates to abide by the rules and protect the confidentiality of our programs.
- Unprofessional manner, or a manner that is not in accordance with the local culture or environment, will be grounds for dismissal from the course without recourse.
- You must successfully pass all components of the course within three weeks of the final date of the course to be eligible to receive Asian College of Teachers' TEFL certification.

We, at Asian College of Teachers, provide extra facilities for specially- abled students for their mobility.

- Specially-abled students are provided with a wheelchair and an attendant.
- The main entrance and exits to the classrooms are easily accessible, as there are no steps.
- Ergonomic furniture (chairs & tables) has been installed in the classrooms, keeping in mind the needs of specially-abled students.
- The washrooms are also equipped for the specially-abled students and have arrangements for wheelchair users, like the flushing arrangements, dispensers which are mounted at appropriate heights. Staff members are also there to help them.

We, at ACT, are focused on enhancing the student experience and promise to provide you with a great learning journey right through to certification.

We, hereby, request you to acknowledge and sign the document.

Warmly,

Team ACT

Name:

Address:

Course Date:

Location:

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Signature