

DUNDALK STUDY ACADEMY

BY SIGNING OUR REGISTRATION FORM YOU AGREE TO OUR BOOKING TERMS AND CONDITIONS WHICH ARE LISTED BELOW:

RULES

- Dundalk Study Academy is only for those students **who wish to be here**. The student must show that he/she is committed to their studies. If we feel that the study sessions are not suited to a student due to concentration or distraction levels, students will be removed from study sessions.
- Absolutely **NO TALKING** or messing during study sessions.
- **Mobile phones are not allowed** during study sessions and phones will be held in a holding area during sessions.
- Bad behaviour, including back answering, will not be tolerated.
- No headphones.
- Students **MUST NOT** disturb others.
- Students must arrive on time and may join or leave study sessions **ONLY** at official break times.
- Students must be organised and are not allowed to move around during sessions.
- Students must always follow instructions given by any supervisor.
- Students are responsible for all of their own belongings.
- Students must keep the area around their desks clean, use the bins provided and **MUST NOT WRITE ON DESKS**.
- No eating in the study room, including sweets, and chewing gum.
- Dundalk Study Academy is not responsible for any students who leave the premises early or during the lunch break, however we do have an absentee text service if parents wish to avail of this.
- **Students DO NOT have permission, in any circumstances, to take a picture, or video of any staff member, student or person on the premises. This includes the use of Snapchat, which is prohibited both on an iPad or phone.**

BEHAVIOUR POLICY

At Dundalk Study Academy we want to guarantee that every student has the opportunity to study in a distraction free and noise free environment, therefore it is extremely important that every student **strictly adheres** to our behaviour policy.

If there is a problem with a student the following steps will be taken:

- 1. Verbal warning/ Written warning.**
- 2. Parent/ Guardian will be phoned.**
- 3. Expulsion. (Fees are non-refundable)**

FEEES

- Fees vary depending on length of term.
- All fees must be paid **in full at the beginning of each term**; a deposit may be paid in advance to secure the students spot and the balance must be paid before the start date of each term.
- Fees are non refundable and non transferable.
- No allowance for absenteeism.