

CIPM IKEJA CHAPTER STUDY CENTRE

Study Centre Management's Expectation from Students

Our students are the reason for establishing the centre; therefore, our students are most welcomed and held at a very high esteem. In our attempt to serve you better, the followings are expected from each student at the centre.

- 1) Collect, properly complete and submit the student registration form on the same day of resumption.
- 2) Make full payment of the study centre fees to our bank and submit evidence of payment for a receipt upon resumption to the study centre.
- 3) Should the student for any reason could not make full payment, the minimum of 60% down payment **MUST** be made by the student before he/she is eligible to receive any lecture at the centre. The 40% balance **MUST** be paid one month from the resumption date.
- 4) No student will be allowed to receive lecture at the centre without payment of the full or 60% of the study centre fees upon resumption.
- 5) There will “no full payment no lecture shot out” after one month from resumption date.
- 6) Students are expected to attend lectures regularly and punctually.
- 7) Students **MUST** log in and out the attendance register with the centre administrator. Failure to do so will be treated as absence.
- 8) Students **MUST** complete facilitator's assessment form twice in a diet.
- 9) Students **MUST** participate on every end of month test and end of diet mock exam.
- 10) The centre **CONDEMNS** any form of immoral behavior, physical assault; intimidation etc. from either the Facilitator or the Students as such could lead to expulsion.
- 11) It is **COMPULSORY** for every student to attend Tripartite Meetings of the Centre twice per diet. Feedback from such meeting helps us to serve you better.
- 12) Students are expected to observe decorum and maintain cleanliness of the centre.
- 13) Every Student **MUST** respect and abide by the rules and regulations of the Centre while maintaining good relationship with the Administrator.

Read, Understood and pledge to abide with:

.....
Student's Name/Sign/Date

.....
Witnessed by the Administrator