

STUDENT'S EXPECTATION

- You must attend at least 80% of classes, as per The Ashmark Institute of Australia policies
- You are expected to read and familiarize yourself with all student policies available on The Ashmark Institute's of Australia website (<http://www.ashmark.edu.au>)
- You must come to class on time. If you are more than 15 minutes late, you will be marked as absent for the whole session
- Mobile phones are not to be used in class. Students are not to receive phone calls during training hours. Important messages are to be left at reception, which will then be passed onto you.
- If your address and other contact details changed, you must inform The Ashmark Institute of Australia within 7 days of your change of address
- No eating or chewing of gum during class
- You may have drinks such as water, coffee, tea, juices and other non-fizzy drinks. Please take note that fizzy drinks are not permitted in class
- No hats to be worn during class time
- You are expected to behave courteously and respectfully at all times towards staff and fellow students
- All homework set by the trainer must be completed by the due date. If you are unable to complete on time, you must request for an extension beforehand
- You must always ask your trainer for permission to leave the class, no matter what the reason is
- Keep the classroom tidy, including picking up papers off the floor. Place all rubbish in bins and, if rubbish falls on the floor near the bin, pick it up and dispose it off correctly
- If you are in the computer room doing your work during class time and you have no permission from your trainer to be there, you will be marked as absent for the lesson. Lesson time is not a time for you to be in the computer room doing your homework or setting your own study agenda

Student's Signature: _____
(please print your full name)

Date: _____