

STUDENT CONDUCT AND REFUND POLICY

STUDENT CONDUCT POLICY

Proper student conduct is expected the entire time a student is on campus, from arrival to departure, including all class periods and breaks.

1. I will demonstrate courtesy and respect for all staff members, teachers and students, and will behave in a responsible manner.
2. I will attend my scheduled classes on time unless excused by my parents.
3. I will respect the property of others, including college property and facilities.
4. I will obey all campus and classroom rules, including NO eating, drinking, or gum chewing in classrooms or the use of inappropriate or foul language throughout the entire time I am on campus.
5. I will keep my hands and feet to myself and will not engage in any kind of fighting, threats, or insults.
6. If enrolled in a computer class, I will not download programs nor make any changes to any program or system files, other than those the teacher specifies.

Students who are disruptive will be given the opportunity to correct their behavior before they are removed from the program. Extreme circumstances may require the Site Director to remove a student without warning.

1st time - Student receives a verbal warning.

2nd time - Site Director calls child's parent/guardian to discuss disruptive behavior.

3rd time - Site Director calls child's parent/guardian to pick child up immediately. There will be no refund (if applicable). The child will be removed permanently and will not be able to return.

I and my child (We) have read and agreed to follow the Student Conduct Policy. We understand that suspension or expulsion may occur if a student willfully or persistently violates any of these rules. We further understand that there will be no refund if a student is expelled from the program. Student may not be allowed to attend future programs.

By registering for a Community, Continuing & Corporate Education (CCCE) BAPA Program, I agree to indemnify the San Mateo County Community College District, its officers, employees and agents, from any and all liabilities which may arise as the result of my child's (or child I am registering) participation in the above activities. I also consent to the use of my child's (or child I am registering) pictures and video for CCCE publicity.

Please indicate your agreement with the Student Conduct Policy by signing below. Both signatures must be included for this form to be considered complete.

_____/____/2024
Parent Signature Month/Day/Year

_____/____/2024
Child Signature Month/Day/Year

Note: BAPA reserves the right to amend any of its rules and policies and further reserves the right to refuse a student's registration.

REFUND POLICY

Full Refund by 4/30/2024

A full refund will be issued less the \$15 processing fee if the cancellation request was submitted in writing by 4/30/2024.

Partial Refund by 5/07/2024

A partial refund (50%) will be issued if the cancellation request was submitted in writing by 5/23/2023.

No refunds will be issued if written cancellation request is received after 5/07/2024.