

# KASA

High School



1961

## STUDENT REGULATIONS FORM

All students are required to read and agree to the following regulations.

FILE No.: .....

### FINANCIAL REGULATIONS

01. Tuition fees are paid by wire transfer and are payable to Educational Organisation C.C. Saveriades only. The School is not responsible for any amount paid by the students to educational consultants abroad.
02. Students whose tuition fees have not been paid in full will not be allowed to continue their studies next year and may be required to withdraw from High School.
03. Students who must retake an exam must pay the School the retake examination fee of 30€.
04. Students who follow the Hotel Management & Catering Supervision path must wear a uniform during the kitchen classes.
05. Students will not be permitted to take their exams if they have not settled in advance their financial obligations with the School.
06. Students can request a refund of the tuition fee by applying in writing to the Director of Admissions & Enrolment. Tuition fee refund is payable, in the following manner:
  - If the student does not arrive in the Republic of Cyprus for any reason, 100% of the tuition fee is refunded.
  - After arrival in the Republic of Cyprus but before the commencement of classes, 50% of the tuition fee is refunded.
  - During the 1st week of classes, 10% of the tuition fee is refunded.
  - During the 2nd week of classes, 5% of the tuition fee is refunded.
07. No refund is payable in the following instances:
  - after the 2nd week of classes,
  - for the application fee (€165), or
  - for any other expenses apart from tuition (migration authorities, x-ray, blood test, medical insurable).

### ACADEMIC REGULATIONS

01. Students who fail to comply with the KASA High School regulations (such as incomplete set work, absence from classes, etc.) will be cautioned by the Head Registrar. If, after warning, there is no cooperation, students are liable to immediate expulsion and the Migration Authorities will be notified to revoke their visa.
02. Students must attend a minimum of 70% of their classes. Failure to do so will result in suspension.

**GENERAL REGULATIONS**

- 01. Students should conduct themselves in an orderly manner. Behaviour likely to bring the name of the School into disrepute leads to suspension.
- 02. Students must have their European Youth Card with them at all times. Staff is instructed to check European Youth Cards periodically.
- 03. International students are bound by the rules and conditions laid down in their student visa.
- 04. Students are responsible to know their School schedule for the classes, exams and any other school events.
- 05. It is understood that KASA High School students are adults. The School provides students with the freedom and encouragement to make decisions, and requires them to assume responsibility for and accept the consequences of their behaviour.
- 06. Students are responsible to conduct themselves in a manner that is not offensive to the School or any of the staff members. Failure to do so will result in disciplinary action against the students.
- 07. Students are responsible for their personal belongings and cannot hold, in any instance, the School or any of the staff members accountable for loss or damaged property.
- 08. Students are notified that the campus is under 24-hour surveillance through the use of security cameras.
- 09. Students are responsible to read and familiarise themselves with the School's Code of Conduct.

***I have read, understood and agree with all the regulations and conditions of KASA High School.***

PRINT NAME: .....

.....  
SIGNATURE

.....  
DATE