

## **Becoming Bilingual.**

### **Policy**

These are private Spanish and English classes. Your success is in your hands. These private classes do not replace your regular school classes, or the commitment to practice the language every day, instead; they reinforce your efforts to help you to really become bilingual.

### **Honor Code**

Respect to you and to others is all we demand online and onsite. Everybody learns at a different pace. Sabotaging class, intimidating another student, showing aggressiveness, calling others' names, harassment or making fun at other students with the intention of hurting or making them feeling inadequate, uncomfortable to participate or not belonging to the group are form of misconduct and a reason for immediate dismissal with no refund. These and other misdemeanors that can affect the progress of the class and decrease the esteem of a student will not be tolerated. There is no warning; the warning is here: **YOU ARE EXPECTED TO RESPECT OTHER STUDENTS AT ALL LEVELS INCLUDING YOURSELF. PERIOD.**

### **Class Preparation**

In order for you to actively participate in class, we require from the student to study vocabulary beforehand. It will help you to follow the subject in class and to engage in conversation. We will also practice vocabulary and pronunciation in class. You will be given assignments to finish at home and it is your responsibility to do it.

### **Class Participation**

You are encouraged to ask questions, to bring a subject for conversation during the first 15 minutes of the class as a way to warm up while the class starts. Participation is important and making a mistake in pronunciation, grammar, order of a sentence should not stop you from participating. These are FUN classes and we only learn when we enjoy it and relax. As you try, you will become more proficient. It is highly encouraged to use the language in social talking to process and memorize new information.

### **Payment and scheduling**

Payment is monthly in advance. Students need to register each month on time in order to continue without interruption the course Any change in schedule should be announced in advance within 5 working days before the end of the month.

Students' attendance is your own responsibility. ***There is no make up sessions or refund for absentees. Class will close at the exact time and as soon as it starts so it is important to be on time.***

### **Equipment**

We are not responsible for any damage to your computer or any hardware or software. We recommend you having antivirus and firewall installed and running up to date. We use a webinar software, head set with microphone and web-cam. Web-cam is not mandatory but desirable. See equipment requirements for more information.

**Legal actions**

Becoming Bilingual is only responsible from providing a quality class with interaction. We do not follow the school settings. We believe in credentials and results. Classes are private, interactive and beyond the school setting. Becoming Bilingual is not responsible for the progress of your learning process. It is the student's responsibility to adapt to a teaching method that is professional, interactive, dynamic and fun. It is also the student's responsibility to participate, practice, to attend sessions on time and to practice the language outside the regular online class.

By submitting your registration, you free Becoming Bilingual, its representatives and associates from any legal action against it or them.

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Print Name and Last Name

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Student Signature

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Date

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