



GED/ESL Program Student Progress, Attendance, & Program Cost Policy

By signing below, you are agreeing to the following statements. If you are under 18 years old, a parent/guardian signature is also required.

We are happy to have you here as one of our students. We know you want to learn and are here to support you as an equal partner in achieving your goals. One of the ways we do this is by discussing your performance on tests and assignments, as necessary. You also agree to communicate in a professional, courteous manner when you have concerns about your performance and progress. If at any time you or your teacher thinks the program is no longer helping you improve your skills and knowledge, we will arrange a meeting to discuss reasons why this is the case and workable solutions we can put into action moving forward.

If after the mid-point of the instructional period (4th week for GED; 7th week for ESL) you have not made progress based on feedback from your teacher and test results, we will need to decide if this adult education program is the best educational environment for you. If you and your teacher decide that this program is not meeting your needs, we will try to help you find another school or training program.

In agreeing to be part of our ESL/GED program, you agree to attend classes every scheduled day at the right time. For GED, you are allowed to miss one week of classes (5 days) for illness, family reasons, emergencies, etc. For ESL, you are allowed to miss (10 days) for illness, family reasons, emergencies, etc. If you are going to miss class, you must email your instructor ahead of time and make arrangements to still do the work in a timely manner. If you know you will miss an extensive number of days, you will need to contact the Basic Skills Specialist to set up a meeting and discuss possible alternatives. If not, you will be removed from the class for the rest of the term and must reapply to be a student the next term. If you decide to withdraw or are removed from classes, you will not be issued a refund of your program costs. Additionally, you agree to do homework and assessments as required for your class(es) to help ensure your success as a student. If you are struggling to complete coursework, a meeting will be arranged with you, your instructor, and the Student Retention & Basic Skills Specialist to determine the reason and an action plan to address the issue for the rest of the term. After this meeting and applying the action plan, if you are still unable to do the coursework, you may be dismissed from your class and encouraged to re-apply at another time when you are more able to dedicate yourself to your studies. **Even in the event of being dismissed from your class, your program costs are nonrefundable.** Being in our classes is a commitment to your education. To get the most out of your time here, you must come.

Finally, in signing this form, you understand upon paying for program costs, that they are nonrefundable.

Student Signature

Date

Parent/Guardian Signature (if student is under 18)

Date