TUTORING PROGRAM

Program Policy Statement

The following policies apply to all participants in the ACF Tutoring Program at the Assyrian Cultural Foundation:

Attendance

ACF Tutoring Program students are expected to adhere to all attendance policies for those classes for which they are registered. Under no circumstances should attendance in classes ever be considered optional. We expect at least 24 hours' notice of an impending absence. Kindly take notice that more than three (3) excused absences during a course are grounds for dismissal. A single unexcused absence will constitute immediate dismissal. Please understand that we do this to be fair to all of our students, as well as to protect our time. Our teachers' schedules are extremely demanding, and they incur expenses to maintain the schedules they have set.

Schedules

Student schedules are set by our Program Administrator. Though we do everything that we can to accommodate schedule requests, there may be situations in which availability prohibits us from honoring a request. Please be advised that student schedules are subject to change.

Assessment

Students are expected to complete an assessment test before they start their sessions. The tutors will provide the students with the test.

Parent Participation

Parents are required to be present during private lessons.

Media

Our Tutoring Program reserves the right to give permission to appropriate staff and/or outside media to photograph and record (video and audio) classes, programs, and participants at all our facilities and properties. Please be aware that these photos or recordings are for promotional purposes and may be used in future print or electronic publications and media communications. By participating in our programs, you consent to the video or audio recording or taking of photographs for these purposes.

Policy Acknowledgment

Regular attendance and commitment are expected. The ACF Tutoring Program reserves the right to dismiss any student due to frequent absences, disciplinary problems, and/or parental noncompliance with our policies. Thank you for your understanding and cooperation. Please contact the Program Administrator with questions.

By enrolling your child in our program, you acknowledge and understand the policies listed above. Failure to agree to and abide by these terms will terminate a student's enrollment.

All questions should be directed to our Tutoring Program team at (224) 341-9270 or via email: Tutoring@acf-us.org