



1. POLICIES

To promote quality learning and good working environment that stimulate concentration, participation and respect. Some behavioural parameters have been established for students who choose a course with LMS center. By registering for a course, the student implicitly agrees to abide by the following:

1. The use of electronic devices is not permitted in the classroom and the ringing of cell phones must remain silent at all times.
2. The lack of respect for classmates or in respect of the teaching staff will not be tolerated.
3. No form of food is allowed in the classrooms. It should be noted that only a liquid beverage will be accepted.
4. It is strictly forbidden to smoke on the property of the institution.
5. Proper attire must be worn to attend class even during warm temperatures..

2. PAYMENT

1. Payment for course registration must be completed no later than **one week before the beginning of the course.**
 2. A receipt will be issued and can be used for a tax deduction. It must be kept since no other receipt will be issued.
 3. A late registration (less than a week before the course starts) will induce a \$25 penalty fee.
 4. Post-dated checks should have a date prior to the date of the beginning of the course.
 5. A cancelled course will be refunded within a maximum period of 48 hours.
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