

RULES AND REGULATIONS

REGISTRATION CARD

- * You should fill a Registration Form and pay the Registration Fee for each subject.
- * You should obtain the computer generated Registration Card. You need not bring it daily.
- * You should make a note of your Registration Number for each subject.

MONTHLY ADMISSION CARD

- * You should pay fees for lessons in advance. If a class is cancelled the dates will be adjusted accordingly when you come to pay the next time.
- * You should check if your name, name of class and lecturer and the dates you are paying for are printed correctly in your card.
- * You should show this card to enter the class. If you do not have a card you cannot enter.
- * After the lessons paid for are over you should give back your card to the Reception and obtain a new card.
- * If you have been absent for over 2 months you have to reregister.

DUPLICATE CARD

- * If you have lost the Monthly Admission Card you have to pay the monthly fees again and obtain a Duplicate Card.

PAYMENTS

- * Payments are accepted from 8.45 am to 5.30 pm on weekdays and 8.00 am to 3.45 pm on Saturday and Sunday.
- * Fees will not be refunded if a student is absent or informs that he will be absent or under any other circumstances if the lecturer has been present

CHANGE OF CLASSES

- * Lecturers have been asked to inform all students directly in advance in case of a cancellation or change of class or an additional class.
- * In case of an unexpected problem and the lecturer is unable to have the class, he has been asked to contact the students individually.

DISCIPLINE

- * Please maintain the highest standards of discipline in the class rooms as well as in the corridors.
- * Please ensure that your vehicles are not brought inside the premises as the Car Park is meant for lecturers only.
- * Please avoid consuming food and drink in the classrooms. The Lunch Room is to be used for this purpose.
- * Please use the Telephone Box inside / outside if you want to take a phone call.
- * Please avoid going out of the main door after you have entered the classroom as you will not be allowed to come in again.
- * Please avoid writing on walls, tables and chairs.
- * Please avoid disturbing other students in any way.
- * Please help us keep the premises clean.
- * The Management reserves the right to suspend any student or group of students proved to be guilty.

SUGGESTIONS AND COMPLAINTS

- * If you are not satisfied with any class please feel free to discuss with the Course Director Mrs.D.Wickramasinghe, so that she finds a solution.