

RolaSoft Student Code of Conduct

AIM OF THE STUDENT CODE OF CONDUCT

- a) To enable students to utilize all available facilities in order to help them complete their IT training successfully at **RolaSoft Technologies Limited**.
- b) To provide students with detailed information on the rules and regulations guiding them in the Institute.

ABOUT ROLASOFT TECHNOLOGIES LIMITED

You are welcome to **RolaSoft Technologies Limited**, we are software development company and complete IT solution provider that focus on providing highly qualitative software. we are professional in the field of computer education training and our area of specialization is in software courses and software development. We give our students 100% practical.

COURSES OFFER

We have a range of courses which our student can choose from such as: Top-Up Program (2 years), Diploma Program (6 months) and Certificate Program (1,2 or 3 months).

DELIVERY METHOD

We deliver our courses to our student either by **In-Class Training (Physical)** or **Online Training (Virtual)** depends on the one the student registered for. We also do Home Training for corporate student and Office Training for company.

ADMISSION REQUIREMENT

Admission Requirement for Top-Up Program are: O'Level Result (WAEC, GCE, NECO etc.) or Awaiting Result, Graduate, Undergraduate, Self-Employ, etc.

Admission Requirement for Diploma Program are: Graduate, Undergraduate, School Leaver, Secondary School Student, Self-Employ Person, Workers, Job Seeker, etc.

Admission Requirement for Certificate Program: The person should be able to read, write and understand very well.

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STUDENT REGISTRATION FEE

All our students are expected to pay a **registration fee of 5,000** which cover the Registration form, Payment Card, Student ID card, etc. Completed Registration form should be returned with one passport photographs and must be submitted to the company before the student commencing lectures.

PAYMENT OF FEE

- a) **We don't accept cash.** Student should pay to **our account** and bring the teller for confirmation or through **our POS** at our office or through **Transfer from account**.
- b) Any fee pays in full for any of our courses will attract 10% (for Physical training) and 5% (for Online training) discount.
- c) Corporate Training (One on One) are subjected to extra 20% of the tuition fee and will attract One-Time Full Payment only.
- d) **Top-Up Program:** 16 Times Installment Payment for Physical Training and 8 Times Installment Payment for Online Training. **Each Semester** is 4 Times Installment for Physical Training and 2 Times Installment for Online Training.
- e) **Diploma Program:** 3 Times Installment Payment for Physical Training and 2 Times Installment Payment for Online Training.
- f) **Certificate Program:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- g) If a student defaults, it would attract additional fee of Five thousand naira only (5,000).
- h) Fees are due every three months for Top-Up Program, every two months for Diploma Program and every month for Certificate Program. Fees are pay one-time for one-month program.
- i) Any student whose payment is due will be denied access to the class once the grace period elapses.
- j) If a student fails to pay his/her fee and misses classes for up to (2) months, then he/she is considered a **dropout**. If he/she wishes to return to his class, he/she is liable to pay all the fee due along with the default fee of Five thousand naira only (5,000) to rejoin the class.
- k) In case any student needs an extension to pay his/her fees, then he/she has to make an application for the approval of the Center Head, the extension of payment should be a maximum of 14 days.

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ATTENDANCE

- a) The institute shall fix a schedule for training sessions and shall endeavor to adhere to the same. Training sessions are on weekdays and weekends. Students are required to attend classes punctually on the day scheduled.
- b) Every student is expected to maintain a minimum of 85% attendance in both theory and practical sessions.
- c) If a student is absent for more than 14 days without notice in writing and without obtaining the requisite approval, shall be struck off the class. In such a case, no claim or refund of fee will be entertained.

BREAK IN COURSE

- a) Students are permitted to take a break as per the following policy:
Top-Up Program: 2 weeks' holiday break after each semester.
Diploma Program: No holiday break.
Certificate Program: No holiday break.
- b) Any student that needs a break in his/her course shall write an application to the Center Head / Academy Head for approval, stating the reason and date of rejoining. The maximum break period is one month. However, in case the student does not resume on the given date, a grace period of one month may be given, failing to resume after the grace period he/she will be considered a dropout. In such a case, no claim for fee refund will be entertained.

TRANSFER FROM BATCH-TO-BATCH

- a) If an inactive student wishes to rejoin, the decision will be at the discretion of the Center Head. He/she may be asked to transfer to a subsequent batch in the interest of continuity;
- b) Rejoining will only be permitted if there is no change in curriculum, in case there is a change in curriculum, the student will have to take fresh admission.

TRANSFER FROM CENTRE-TO-CENTRE

- a) Transfer is subjected to availability of seats and availability of same course at the destination Centre.
- b) Transfer charge is ten thousand naira (10,000) only.
- c) Transfer fees and course fees are subject to change.
- d) Transfer will be granted at the beginning of new semester or new class.
- e) Outstanding financial commitment must be cleared before transfers can be affected.

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POLICY ON INTERNAL EXAM RE-SIT

- a) The institute will conduct **Exam and Project for (Top-Up and Diploma Program)** but only **Exam for Certificate Program** before issuing a **CERTIFICATE** to any student.
- b) If any student fails an exam there will be an opportunity to re-sit for the second time free. Re-sit after the second time attract a fee of **5,000 (One thousand naira only)**.
- c) If a student fails an exam and wishes to re-sit, he/she have to informed the academic Head through his/her faculty.
- d) All the Re-Sit Examination fee must be paid in advance. No student will be allowed into exam venue unless the relevant exam fee has been paid.

CERTIFICATE

- a) Student shall be awarded the relevant certificate upon successful completion of the course enrolled for.
- b) Performance statement/Recommendation letter shall be issued at the completion of an examination.
- c) If a student did not complete the course enrolled for, even a lower certificate will not be given.
- d) The grade of a student shall be based on the performance of the student in the exam and project for Top-Up Program and Diploma Program but only the exam for Certificate Program.
- e) In the case of loss of a certificate, a duplicate may be issued on request for a fee of ten thousand naira only (10,000).

DRESS CODE

- a) Student must dress in appropriate formal attires from Monday to Saturday. All clothing must be clean, well pressed and in good repair.
- b) Student should not be worn Athletic wear including sneakers, sweat pants and jogging suits.
- c) Any sexually provocative attire including mini-skirts, bicycle shorts, tight and revealing dresses etc.

DISCIPLINE

- a) Student would not be allowed to indulge in activities disturbing other students (e.g. fighting, shouting & watching offensive movies with or without loud volumes);
- b) Student would not be allowed to eat or litter in the classrooms.
- c) Student would not be allowed to destroy any of the institute property or else will be liable to replace it immediately.

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NOTE

Any student violates the rule & regulation shall pay a fine of ten thousand naira only (10,000) or go on 10 days' suspension.

Any student that registers for any of our courses has acknowledge that he/she had read the content of the code of conduct and declare that he/she will abide by the rules stated. He or She will also conduct himself/herself appropriately throughout the period of his/her training