



**Latin America Studies Institute**  
 737 Melon Terrace Apt C  
 Philadelphia, PA 19123  
 215-519-1557  
 www.lasiphila.org

**Client Rules  
 and Responsibilities  
 Contract 2008**

I, \_\_\_\_\_, a student of LASI (Latin America Studies Institute), understand the following:

- I am required to attend the course(s) that have been purchased.
- I will not be allowed to switch courses after the first week of classes. I will only be allowed to switch courses in the event that the level of the course is inappropriate to my level of knowledge.
- I will be responsible for preparing all of my coursework. This will include: preparing homework assignments, actively participating in class, etc.
- I will arrive 5-10 minutes before time for class in order to be able to start and end class on time.
- I am responsible for doing all of my own coursework.
- The course may be supplemented by adding activities and exercises but the course program will not change.
- All tuition must be paid 72 hours in advance of the first day of class unless a payment plan has been established.
- I am required to purchase all necessary materials for the class before the first day of class.
- If the instructor needs to travel outside of Philadelphia to teach my course I will pay \$0.50 per mile in addition to my tuition.
- In the event of an emergency and I need to cancel or reschedule a class, I MUST notify my instructor and the program director immediately at least 24 hours in advance of class meeting time or by 4:00pm the day before, whichever is sooner. Cancellation of classes after 4:00pm will be considered to have been cancelled the following business day. Cancellation of classes after 4:00pm on Fridays, Saturdays or Sundays will be considered to have been cancelled the following Monday. In the event that I do not notify my instructor, I forfeit my class.
- All refunds will be remitted to the payer in the form of a check from the Latin America Studies Institute.
- Cancellation or withdrawal from any program must be submitted in writing and received at least 72 hours prior to the next scheduled class.

LASI reserves the right to make exceptions or changes to these rules at any time and for any reason in order to enhance the efficiency and quality of service offered at the Institute. All current students will be notified of any subsequent exceptions and/or changes in writing.

Student's Name	Date
Student's signature	Date
Program Director's signature	Date

**Complete the following if the student is 18 years old or younger:**

I, \_\_\_\_\_, am the parent/guardian of \_\_\_\_\_ and I assume all responsibility for making sure that the abovementioned student complies with all of the rules outlined in this contract.

Parent or Guardian's signature (if student is under 19 years of age)	Date
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