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**PLEASE READ CAREFULLY BEFORE REGISTERING**

## **I. Registration**

1. Course DATES are announced at Hebat El Kheir, ECS blog (<http://ecs-suez.posterous.com/>) and on social media (<http://twitter.com/#!/EnglishClubSuez> and <http://www.facebook.com/groups/105837668538/>)
2. A candidate fills in a registration form and pays registration fees.
3. A candidate sits a placement test.
4. A candidate is notified of course starting date.

## **II. Courses**

1. In the first lesson of the course, the teacher tells you about course content, assessment procedures, his/her role as a teacher and the expected learner performance.
2. A learner **MUST** attend AT LEAST 75% of the course, i.e, 12 out of 16 lessons in order to be entitled to a course certificate. This is also to guarantee a minimum level of course benefit.
3. After completing a course, a learner needs to register for the next course. Moving to a next course is **NOT AN AUTOMATIC PROCESS**.
4. After completing a course, a learner can stop for a maximum of 2 successive courses (four months). If a learner wants to stop for longer, s/he has to sit a placement test again before resuming.

## **PLEASE MAKE SURE OF THE FOLLOWING:**

- You have read registration and course rules before signing up for a course.
- You be on time for your placement test.
- You observe course rules carefully for maximum benefit.
- Registration fees are **NON-REFUNDABLE**.