

# STUDENT EXPECTATIONS

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## Attendance Guidelines

Because Tesla Training Center(TTC) is committed to providing training that best prepares students for the workplace, many of the TTC's policies and procedures reflect those found in the workplace rather than those typically found in a TTC.

Class attendance is vitally important to learning a technical skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for a specific occupation. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits.

The following attendance rules apply to all students enrolled in programs at TTC. Violating these rules results in the student receiving no academic credit and being interrupted from the course.

### Absences/Late Admissions

For successful course completion, a student's emergency time may not exceed the following:

- Three days for Sunday and Saturday Classes.
- Six days for weekday classes.
- Due to varied course schedules, make-up classes are not offered.
- Students will not be allowed to start a course after the second week of scheduled classes.

Any time missed beyond these amounts is considered excessive, and the student may be withdrawn from the course. The student must notify TTC in writing via email of any absences.

**There are only three absences for which make-up time will be allowed:**

- **Jury Duty**
- **Military call up**
- **Death of immediate family member (immediate family member is defined as "mother, father, sister, brother, daughter/son, spouse, mother/father-in-law, grandfather/grandmother.)**
- **A doctor's note will be needed if a student has been absent for an extended period. This note must contain authorization that the student may return to class.**

**The student MUST present those documents to the TTC office.**

### Tardiness

Students are expected to be in class on time. Instructors record the number of times students arrive late or leave class early.

If you are late and miss a quiz/test, you cannot make up the quiz/test. If you arrive late and the quiz is still being conducted, you will be allowed to complete the quiz in the remaining time.

A student arriving to class late or departing early must sign in on the Attendance Sheet area located in the classroom. Failure to properly sign in may result in the student being counted absent for that class session.

Failure to properly sign out results in the student being counted absent for that class session..

### Notifying TTC When Absent

Students must notify their instructor of any absence by calling 312-771-3347 or sending an email. This call/email must be made before the start of class.

## **Tuition/Registration Payments**

Students attending TTC receive excellent training. When registering, an agreement was signed by both TTC and the student regarding tuition payment. Students must adhere to the payment plan to continue training. If a student cannot make a payment, the student must communicate the issue with TTC's financial staff. TTC will do its best to accommodate emergency situations. Below is the late payment policy.

### **Payments**

- All payments are processed through TTC's partner, TUIO. TUIO is used by hundreds of colleges throughout the country and provides a secure system for processing payments.
- A \$100 registration fee must be paid to secure a seat in a class. This fee is nonrefundable and can be used for a future course within 60 days.
- The first month's payment must be paid through TUIO prior to the start of class.
- Students starting a program late are responsible for the entire program tuition.
- Students will be responsible for any payment rejection fees (e.g. NSF).

### **Late Payment Policy**

- Payment is 5-21 days late—Warning 1—The Student is notified of the outstanding balance. The student must provide an explanation and a payment date.
- Payment is 21 – 28 days late – Warning 2 – The Student will speak with TTC staff who will warn the student that if their balance is not fully paid before the next payment is due, the student will be dropped from the program.
- Payment is 30 days late—Warning 3—The student will be notified that they have been dropped from the program and must pay their entire balance to resume the program.
- The student's account balance will be turned over to a collection agency after 60 days of non-payment.

### **Withdrawal From Class**

- The student must immediately notify via email or in writing if withdrawing from the TTC course.
- Once received, TTC will determine the outstanding balance or refund in accordance to policies in the TTC catalog and Enrollment Agreement.
- TTC will continue to bill the student until notification is received.

## **Student Discipline**

The Tesla Training Center believes that TTC's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms.

When an individual student's behavior conflicts with the rights of others, corrective actions are necessary for the benefit of the individual and the TTC. The Instructor has the right to control and discipline a student while in attendance, in transit to or from the TTC, or while participating in any TTC function authorized by the TTC.

Each student shall be treated fairly and equitably. Disciplinary action will be based on carefully assessing the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude
- The seriousness of the offense
- The effect of the offense on other students
- Whether the offense physically or mentally injures people
- Whether the incident is isolated or habitual behavior
- Disruption to the educational process
- Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are generally not acceptable in society, especially not in a school environment. A student's involvement in the behavior listed will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in a teacher's or administrator's judgment, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

## Interference with the Peaceful Conduct of Activities

TTC or anyone designated by the TTC to maintain order in/ at TTC sites shall have the authority and power to direct any person to leave property or any TTC activity when students are present and who:

1. Interferes with the peaceful conduct of activities on TTC property;
2. Interferes with the peaceful conduct of TTC activities off TTC property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on TTC property and off TTC property when students are present;
4. Enters TTC property to commit an act that may interfere with the peaceful conduct of activities on TTC property;
5. Enters non-TTC property when students are present to commit an act that may interfere with the peaceful conduct of TTC activities.

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities or any lawful activity; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the TTC; direct interference with administration, maintenance or security of property belonging to the TTC; or use of profanity in class, and towards students or staff.

### Summary of Prohibited Activities/Behaviors

1. Disobeying an instructor or TTC administrator willfully and openly.
2. Making a verbal threat of physical harm to a student, instructor, or other employee or guest of the TTC or another individual or individuals.
3. Any act of harassment, intimidation, and bullying directed at another student, instructor, or other employee or guest of the TTC.
4. Using profanity or vulgar language or expressions.
5. Defying any TTC administrator’s authority.
6. Assault and battery of another student or person.
7. Possession of an intoxicating beverage.
8. Possession, use, transmission, sale, or being under the influence of a controlled, dangerous substance.
9. Anything that jeopardizes the safety of the student or any other individual.
10. Engaging in acts of immorality.
11. Showing disrespect for or causing damage to TTC property or personal property while such property is located on TTC grounds or at TTC-related events and activities.
12. Violation of the Attendance Policy.
13. Violation of the Acceptable Computer/Internet Use Agreement.
14. Stealing TTC-owned property or property belonging to a student or TTC employee or any theft while under the supervision of TTC personnel.
15. Having missed or stolen property if the property is reasonably suspected to have been taken from a student, a TTC employee, or the TTC during TTC activities.
16. Violation of the Use of Tobacco Product Policy.
17. Any words or gestures toward any student, employee, or invitee of the TTC that the recipient regards as unwelcome sexual nature or which otherwise meet the criteria outlined in the policy on sexual harassment.
18. Inappropriate use of an electronic device, smartwatch, or cellular phone while on TTC premises or while in transit under the authority of the TTC or while attending any function sponsored or authorized by the TTC.
19. Adjudication as a delinquent for an offense that is not violent.
20. Wearing inappropriate apparel, such as apparel that:
  - a. Offends others through obscene words or depictions
  - b. Presents a safety hazard
  - c. Suggests or depicts violations of law or TTC regulations
  - d. Would not be acceptable in the average workplace, such as but not limited to halter tops, tank tops, tube tops, or short shorts
21. Cheating and plagiarism are not tolerated and are subject to disciplinary action. Cheating is defined as using unauthorized materials, methods, or information in any academic or performance exercise, including improper collaboration. Plagiarism is defined as the representation of the words or ideas of another as one’s own words or ideas.

In administering discipline, alternative methods of punishment will be considered to ensure that the most effective discipline is administered in each case. Instructors and administrators will be mindful of the fact that they are dealing with individual personalities in all disciplinary actions. The faculty and administration may consider consulting with students to determine the most effective disciplinary measure.

The faculty/administration of TTC will consider the alternatives listed below when considering disciplinary actions. However, TTC is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. TTC will rely upon the administrator's judgment and discretion to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Behavioral contract
3. Requiring a student to make financial restitution for damaged property
4. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
5. Restriction of privileges
6. Involvement of local authorities
7. Referring the student to the appropriate social agency
8. Suspension
9. Expulsion

Other appropriate disciplinary action as required and as indicated by the circumstances. Students are also advised by means of this policy statement. TTC personnel shall have access to students' or TTC property at any time if a reasonable basis exists for such search.

Instructors and students are invited and encouraged to participate in formulating disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.