



## ***Code of Conduct Acceptance form***

1. Integrity and professionalism must be upheld at all times.
2. Students must always uphold and promote the values and ethos of ETТА strive for academic excellence and take pride in their work.
3. Students must respect their campus educational environment and employees and the rights of fellow students
4. Students are responsible and accountable for their qualification fees.
5. No study materials will be provided unless the account is paid for the module enrolled.
6. If payment is not received, admission to Modules via the LMS, assignments, and classes will be stalled.
7. Students will be held responsible for their fees even though they have a sponsor. Please ensure that your sponsor keeps up with payments due to campus head office.
8. Comply with responsibilities, like attending learning sessions, keeping to deadlines of assignments, etc.
9. Uphold the name of the institution by proper conduct outside of the area of jurisdiction of the institution.
10. Treat property belonging to campus and fellow students with respect, and refrain from stealing, damaging, or abusing anything.
11. Be sober and do not introduce any alcohol onto the premises or consume any alcohol on the premises without consent.
12. Abstain from using or being found in possession of any drug without a medical prescription.
13. Bring no firearm, dangerous weapon, or explosive onto the premises.
14. Not engage in any criminal offence.
15. Commitment to the ETТА and campus vision and mission
16. Abiding by the policies, procedures rules and regulations of ETТА will not be negotiated.
17. Students are required to attend a minimum of 75% of all classes as well as 75% of each module.
18. The only acceptable reasons for not attending class are due to illness as well as the loss of a family member. A Doctor's note or a letter indicating the above-mentioned must be

submitted to your facilitator who in turn will submit it to the Excel head office as evidence. The student will not be penalised for missing the class due to the above reasons and the supporting evidence.

19. Candidates are expected to sign the attendance register throughout the training.

20. Candidates are expected to attend the training until the end of the course, if for any reason the candidate cannot attend; she/he will have to catch up at his/her own time.

21. During the programme you are required to participate in classroom-style learning. Thereafter you will be required to complete the summative assessment and hand it in on the given date.

Full name and surname		Date:
Learner Signature		