

## Master Farsi Online Student Learning Agreement

**Please consider the following before taking an online course. Each student individually must sign this agreement and return it to Master Farsi via email to [admin@masterfarsi.tbtab.com](mailto:admin@masterfarsi.tbtab.com).**

1. I have continuous access to a functional, capable computer and a high-speed internet connection. I have the appropriate software required for my online courses.
2. I understand that I am liable for any improper use of the internet and /or email.
3. I take responsibility for any activities I am assigned online. Instructors, at their discretion, may make exceptions due to technical issues. I understand the importance of backing up my work, saving my online work when possible, and copying my work to multiple locations when feasible.
4. I can send and receive emails and handle attachments, via download or upload. I understand that I am expected to communicate with my teacher on a regular basis and read any emails the teacher sends.
5. I am proficient in the use of a word processing program and have keyboarding experience.
6. I have experience in downloading software or documents; I am comfortable in accessing the Internet and using web browsers.
7. I can download and install the tools necessary to fully access my online classes.
8. Attendance for my online course is measured by successful completion of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the online lessons.
9. I understand that the tuition for each course must be paid before the start of the first class. For example, for a regular period of a one-month (4 sessions) registration or a semester (12 sessions) registration, the full amount must be paid before the start of the first session.
10. I understand that students who have registered monthly can only miss one session, and if they register on a semester basis, they can only miss three sessions in the entire semester, with a written notice in advance.
11. I understand that if I'm not able to attend any classes, I must notify the instructor or the administrator via email at least 24 hours in advance with a full refund for that session(s) otherwise I am not eligible for a refund. (Medical and emergency cases are exceptions to this rule.)

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12. I understand that the only way for me to join the class is through the Google Meet link provided to me by the teacher, and that I must arrive on time and wait two minutes for the teacher to admit me to the class.
13. I will conduct myself appropriately in discussion forums, chats, email, or any other communication settings/tools used in the online classes. I understand that inappropriate comments will not be tolerated and may result in expulsion from the course or other disciplinary actions as needed. Generally, anything that is not acceptable in the traditional classroom environment is similarly not acceptable in the online environment.

By signing this form, I have read and agreed to the above terms and conditions for Online Student Learning.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Email \_\_\_\_\_ Student's Phone \_\_\_\_\_

Course \_\_\_\_\_ Start Date/Term \_\_\_\_\_ Reason for taking  
the course \_\_\_\_\_

If Student's under 18, complete the following information:

Parent's /Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Email \_\_\_\_\_

Course \_\_\_\_\_ Reason for taking the course \_\_\_\_\_



# MASTER FARSI