



# Student Agreement

Please read the following statements carefully and sign below.

- I understand that this is a college-level course, designed to be both educational and challenging.
- I understand that I am responsible for my own learning.
- My supervisor/project director (if applicable) has agreed to allow me to take time during my work day to attend class.
- I understand that this class is online, which will require me to be more effective at time-management and more self-motivated than in a traditional classroom setting.
- I agree to attend video lectures at the scheduled times each week, and submit assignments or complete quizzes on time. Not attending lectures or completing assignments may result in my failing the class.
- I understand that I will need to commit at least 5 hours per week for class lectures and assignments. Final projects may require more of my time.
- I understand that I am expected to participate every week attending class, posting on discussion boards, and responding to my class instructor and TVR Institute staff.
- I understand that when I register for a class, I am responsible for paying the class tuition and fees, less any scholarship I have been awarded.
- I understand that, to receive a scholarship, I or my program must be in “hardship” (unable to pay tuition/fees) and I must reapply every quarter.
- I understand that if I withdraw by the listed date, I will receive a tuition refund for the portion I paid.
- I understand that if I do not officially withdraw from the course by the date listed on the TVR Institute website, I am responsible for attending all lectures and submitting all assignments in this course.
- If I am unable to attend class or submit an assignment on time, I will alert my instructor as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_