



INTERIOR REGULATIONS

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Article 1: Subject personnel

These regulations apply to all students, whether young or old, following training within the institute or online. Each student is expected to accept the terms of this contract when following training provided by Tanger Institut.

Article 2: General conditions

Any person in class must respect these regulations for all questions relating to the application of health and safety regulations, as well as the general and permanent rules relating to discipline.

Article 3: General rules of hygiene and safety

Each student must ensure their personal safety and that of others by respecting, depending on their training, the general and specific safety instructions in force on the course sites, as well as in terms of hygiene.

Article 4: Maintaining equipment in good condition

Each student has the obligation to keep the equipment entrusted to them for their courses in good condition. Students are required to use the material in accordance with its purpose: the use of the material for other purposes, in particular personal purposes, is prohibited.

Article 5: Fire instructions

Fire instructions and in particular a plan for locating fire extinguishers and emergency exits are posted in the organization's premises so that they are known to all students.

Article 6 : Accident

Any accident or incident occurring during classes must be immediately reported by the injured student or people who witnessed the accident to the head of the organization.

Article 7: Schedules

Course times are set by the Management or the head of the organization and brought to the attention of students either by posting, by email, by telephone, or when the training program is given to students. . Students are required to respect these class times.

Article 8 : Absence et retards

In the event of absence or lateness for class, students must notify the professor or the organization's secretariat and provide reasons. Students cannot be absent during class hours, except in exceptional circumstances specified by the Management or the head of the organization.

Regarding online courses:

- Absence of the teacher: the course will automatically be returned in its entirety.
- Absence of the student: the missed lesson will be considered as taught and must therefore be accounted for and paid for; If the teacher's schedule allows it, a possible catch-up will be possible but not obligatory!

Article 9: Access to the Organization

Unless there is exceptional authorization from the Management or the head of the organization, students having access to the organization to follow their course cannot:

- Enter or remain there for other purposes.
- Introduce, cause to be introduced or facilitate the introduction of people from outside the organization, or of goods intended to be sold to staff or students.

Article 10: Dress and behavior

- Students are invited to come to the organization in decent attire and to behave correctly towards any person present in the organization.
- Students are respectful of faculty.
- Students must respect and accept the learning program in its entirety.
- Under no circumstances can students ask a teacher from the organization for private lessons.
- Students may not broadcast, distribute or sell the organization's program.

Article 11: Responsibility of the organization

- In the event of theft or damage to students' personal property: The organization declines all responsibility in the event of loss, theft or damage to personal objects of any kind left by students in its premises (classroom, administrative premises, parking lots), cloakrooms ...).

Article 12: Registration fees and prices

General:

- **Registration fees as well as the training must be paid before the start of the training.**
- **Any session started, even if only for one day, must be paid in full.**
- **Registration will only be valid after full payment of the amount due.**
- **No refunds will be made for any reason.**

Courses for adults in Tangier:

- A class of fewer than 3 students cannot be created.
- The lesson time will be changed if there are 3 students, despite their seniority: 2 hours of lessons per day from Monday to Friday.
- The price of the session will be changed if there are two students, despite their seniority: 70 dirhams per hour.
- A student finding himself alone will benefit from a private lesson worth 85 dhs per hour.

“Primary level” children:

- Annual commitment: from September to June inclusive.
- Mid-year school holidays will not be deducted from the training.
- If the child, for x reasons, must be absent or stop training, it must still be paid in full (10 months) even in times of health emergency.
- You have the choice between an annual payment or a quarterly payment.
- A signed guarantee check must be given at the same time as the registration fees this is a condition, this check will be returned at the end of the school year.

Article 13: “Primary level” rates

- Registration fees for the school year: 1,500 dhs per child.
- Registration fees offered for the third child.
- Tuition fees per month: 1500 dhs per child.
- When registering, you will be asked for the registration fees + the month of June + the quarter of 4500 dhs per child, i.e. a total of 7500 dhs per child.
- Annual payment: 1500 dhs (registration fee) + 14300 dhs (reduction of 700 dhs).
- A signed deposit check must be provided upon registration.

Article 14 : Sanction

Any failure by the student to comply with one of the requirements of these internal regulations may be subject to sanction.

Depending on the seriousness of the breach observed, the sanction may consist of:

- Or as a warning.
- Either in a reprimand or a call to order.
- Either in a definitive exclusion measure: no refund will be made!

Fines or other monetary sanctions are prohibited.

Article 15: National security

We warn each future student that their registration file will be handed over to the Moroccan authorities, if they request it from us.

Article 16: Entry into application

These internal regulations come into force from: January 5, 2013

Modification of the regulations: March 29, 2021.

Tanger Institut SARL

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**Reserved Area for the Student or Legal Guardian of
the Student**

*Signature preceded by the mention 'read and
approved'*

**Space reserved for
administration**