

ATC ACADEMY'S POLICY

All Cohort members have the right to an education in a positive environment free from disruptions that interfere with teaching and learning activities and free from discrimination or harassment based upon gender, race, national origin, religion, or disability.

Africa TrainOvation Consulting Academy provides a positive environment for learning. All Cohort members are encouraged to achieve their personal best and to work collaboratively.

Our Code of Conduct is founded on four basic rules: **Innovation, Integrity, Trust, and Professionalism.**

BEHAVIOURAL EXPECTATIONS

- **Be Respectful:** Mutual Respect: Be respectful of everyone, and their rights, needs, differences, and property.

- **Be Responsible:** Come to class on time in line with your course calendar. Use the designated bathrooms properly and help keep them clean. Show respect to your instructors and respond appropriately to all ATC Staff.

P.S Zero Tolerance for use of drugs and alcohol substances in our environment

- The disciplinary policy at ATC Academy recognizes the relationship that students have with their individual instructors. Each classroom has developed its own standards of behavior consistent with the academy's wide norms. Every effort is made by the instructor and student to work together to resolve any problems.

- **Dress Code** All Cohort members are expected to be modest in their dressing.

ACADEMIC RULES AND REGULATIONS

Every student of ATC shall have to fully satisfy the following minimum requirements as a precondition to final certification:

- a. Be **regular and punctual** to class. Students must meet a record attendance of at least **70%** of the entire course duration.
- b. **The course duration must be strictly adhered to. Any student who is unable to complete his/her course schedule within the stipulated period of time shall have to incur additional charges for any spillover.**
- c. All payments must be completed before the end of the course.
- d. Assignment and Project work are an integral part of the learning exercise without which no certificate shall be issued.
- e. The Students shall be called upon to make a digital presentation of the report of such assignment,

- task, or project assigned to him/her by the instructors as at when due.
- f. The presentation is part of the evaluation process and as such must be taken seriously.

Complaints:

Any genuine complaints that the students may have should be reported to the **Registrar of the Academy**.

Address :

Km 100, Olabisi Onabanjo Way, Opposite FMC, Idi – Aba, Abeokuta.

Phone: 09035807050

Email: info@atc.com.ng

Website Accessibility : www.atc.com.ng