



معهد بورقيبة للغات الحية
Institut Bourguiba des Langues Vivantes

THE IBLV RULES AND REGULATIONS

I commit myself on the honor respecting the following clauses:

1. Less than 15-year old candidates aren't allowed to register.
2. No claims for registration and school fees can be made for whatever reason.
3. The student card must be produced upon request on the premises of IBLV.
4. The administration reserves the right to check the identity of students on the premises of IBLV.
5. Indecent appearance or appearance making reference to a particular denomination is strictly forbidden.
6. Indecent or undisciplined behaviour within IBLV will cause the student's final dismissal.
7. For hygiene purposes smoking is forbidden on the premises of IBLV.
8. Only regular classes are authorized within IBLV. Any other activity is forbidden unless permission is granted.
9. It is strictly forbidden to carry dangerous goods. Only hand luggage is allowed in.
10. Claims for level or schedule change have to be submitted to the department well in advance.
11. Punctuality is required.
12. Attendance is compulsory.
13. Any Student whose absence rate exceeds 10% of the total number of class hours (without a valid justification consented by the administration) will be disqualified for the exam.
14. Only Students having achieved a 10/20 passing grade in each exam are admitted to the next level.
15. Repeated and unjustified absence will cause the student's dismissal.
16. Once the registration formalities have been completed, students will get a registration and payment receipt as well as a student card.
17. At the end of each academic term, the student who has taken the exam gets a report card, an attendance certificate and a passing certificate in case he/she has passed.
18. The certificates are delivered only once.
19. The exam dates are fixed in advance. Students who are compelled to leave before the end of classes get an attendance certificate mentioning the actual number of class hours attended.
20. Any student compelled to leave IBLV before the exam results are declared is asked to leave a stamped addressed envelope. IBLV will send him/her the results. The institute won't be held responsible in case the documents don't reach their destination.
21. These rules stand for a moral code between IBLV and the student. It is assumed that the student is fully aware of the code upon registration.

**Read and approved
Signature of the candidate**