



Indonesian Language Program

LANGUAGE CENTER – UNIVERSITY OF MATARAM

Terms and Conditions

- Students are expected to fully attend all the classes
- Students are expected to actively participate in the learning process
- Students are expected to do all the assignments given.
- Students must complete 1 level of Indonesian Language Program within 3 months
- The class must be conducted at least 3 times a week
- Students may reschedule the classes two times maximum for each level.
- Shall the students request a class cancellation; this should be informed 24 hours in advance.
- The class is considered as a session if the request of cancellation made less than 24 hours for any reasons.
- Shall the tutors request class cancellation, students deserve a make-up class
- No refund policy applies after the payment has been done.
- Test/Evaluation is optional, can be replaced with other activities (negotiable) and written report based on the chosen activity must submitted
- Once the students agree with the course outline given, request of changes in the middle of the program is not allowed

Date : _____

Name : _____

Signature : _____