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STUDENT AGREEMENT

As an LVA Student, I am expected to review and carry out the following responsibilities:

1. Meet with my instructor for 1 year, 1 or 2 times a week, 1 or 2 hours per session.
2. English Conversation Groups will meet once a week for 2 hours per session, 24 weeks per year.
3. Come to all classes on time.
4. Telephone my instructor at least 3 hours in advance if I cannot attend a session.
5. Work with my instructor to plan homework assignments.
6. Demonstrate behavior appropriate to a positive learning environment.
7. Meet with my instructor at an LVA approved tutoring site
8. Arrange for my own transportation to and from the class (transportation of students by volunteers or staff is prohibited).
9. Inform my instructor immediately if I move, change my phone number, or need to change my class schedule.
10. Contact the LVA office at (973) 680-0300 if there is a change of address or phone number.

As an LVA Student, I expect that I will:

- be provided with individual and/or group instructional program;
- have every opportunity to improve job, life, or leisure reading skills;
- have records kept in a confidential manner and such records will not be released to the public without the student's written consent;
- have LVA implement procedures and policies which protect my safety;
- have the opportunity to volunteer my time to support LVA educational and organizational efforts.
- provide LVA with my address, phone numbers, date of birth, level of education, occupation, place of birth, social security or Learner ID number, and other personal information (e.g. on Student Intake Form).

NOTE: It should be noted that all tutoring services are at no cost to the student and that student records developed and maintained by LVA will remain confidential.

LVA must report student statistical information to authorized agencies. Therefore, by signing this agreement I authorize LVA to disclose all information above.

I understand these above responsibilities and agree to follow them.

NAME

DATE

Learner ID Code #

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