



RCS ACADEMY 2018 RULES AND REGULATIONS

STATEMENT OF PURPOSE

RCS Academy is an English summer program made up of half-day courses offered by some of the best and most experienced Robert College faculty. One of RCS Academy's goals is to create learning opportunities for participants and offer fun and exciting courses that will be new and different from what they are offered during the school year. RCS Academy also promotes values such as respect, honesty, empathy, sportsmanship, and caring for others and the environment.

RCS ACADEMY PROGRAM HOURS

RCS Academy program runs between 8:15 and 12:00, Monday through Thursday for 2 weeks. All participants must be present on campus by 8:10 at the designated meeting point. No participants will be allowed to enter the campus before 7:50. All participants must go directly to the meeting point as soon as they enter the campus. Departure time for the buses is 12:10 the latest. Parents or drivers picking up participants will not be allowed in the pick up area before 12:00 and be required to leave campus by 12:30.

REGISTRATION

- Participants may choose only 1 course per session.
- In order to be eligible to apply for RCS Academy, participants must be 14, 15, 16 years old by the first day of the program.
- Participants must have completed at least 5 years of formal English language instruction.
- The parent who fills in the registration completion form online confirms that all the information given is correct and accepts that he/she will inform RCS Academy immediately in case of any changes in contact information.
- Sibling registration: A form for each sibling must be filled out on the same pre-registration day in order for them to be eligible for sibling quota.

PROGRAM TUITION

Our program tuition includes breakfast and lunch in addition to the course and VAT. Fees for transportation to and from the RC campus are not included. If the program tuition is not paid by the due date, the application will be automatically placed at the end of the waiting list. RC graduate discount applies only if mother or father is a Robert College graduate. Sibling discount applies to both siblings. If one of the siblings is in RCSummer program, the sibling discount is valid. Only one form of discount will be applied to tuition payment for children of alumni and siblings.

TRANSPORTATION

Service bus fees are not included in the tuition. Gürsel buses will be provided in the morning. In the afternoons, buses will take the participants to central transportation points. These include; Zincirlikuyu Metrobüs Stop, Beşiktaş İskele and a central stop on the Anatolian side which will be decided after registration. If there are not enough students from the locations listed on the website, bus arrangements may not be possible. In this case, parents will be responsible for finding an alternative form of transportation to and from the RC campus.

REFUND POLICY

No reimbursements will be made.

ENGLISH LEVEL

For a participant to be able to benefit fully from the program and enjoy the experience, s/he must have completed at least 5 years of formal English language instruction. Participants must be able to understand all instructions and information given for his/her safety and enjoyment. Participants will be asked to speak only in English starting from the first day between 8:15-12:00. If a participant speaks Turkish s/he will be reminded to speak only English. Any participant who consistently refuses to speak in English will be referred to the Program Director and if the problem continues, the parents will be contacted to discuss the situation. If it is determined that the participant cannot continue in the course due to a lack of English skills, then s/he may be removed from the course. All fees are non-refundable.

DISCIPLINE/BEHAVIOR EXPECTATIONS

All participants have the right to feel that they are in a safe environment. We expect all RCS Academy parents and participants to know and accept RCS Academy behavior expectations. Physical or verbal bullying is not tolerated at RCS Academy at any time. A participant who physically or verbally bullies other participants may be asked to leave the program. Any participant who does not follow the RCS Academy rules, does not cooperate with the staff, continuously refuses to participate in the program or verbally bullies other participants will face the following consequences:

1. The instructor and participant will try to find a solution together.
2. The instructor will refer the participants to the Program Director to discuss the matter and the parent will be informed if necessary.
3. If the problem continues, the Director will talk to the participant and parents will be informed and reminded that the participant may be removed from the program due to this behavior. A participant may be permanently removed from the program if deemed necessary after the discussion between the parents and the Program Director. No reimbursement to be made in this case.

Time spent going to and from the program on the service buses are considered a part of the program experience. Any participant who disturbs the general order on service buses, refuses to listen to the hostess or the driver, or attempts to physically or verbally bully other participants on the bus will be subject to the same discipline procedures as that of the RCS Academy Program.

HEALTH

The RC Health Center is open 7 days a week, 24 hours a day. Parents are responsible for providing information on the registration form about any medication taken or recent treatment their child has had. Parents should hand any necessary medication along with the doctor's instructions to our Health Center in person when the program starts.

In case of illness, the participant will be taken to Robert College Health Center and parents will be contacted immediately. For minor injuries, participants will be taken to the Health Center and parents will be informed via e-mail or phone.

In case of anything contagious, parents will be informed to come and pick up their children right away.

EMERGENCY PROCEDURE

It is very important to have the correct contact information on the registration form for the emergency contact person. In case of emergencies, participants will be taken to Amerikan Hastanesi, Maslak Acıbadem, LIV Hospital or ISOM and parents will be informed immediately. All expenses will be covered by parents.

SAFETY

For the safety of all our participants we take extreme safety measures. No parents or guests are allowed on campus without having proper ID. If a participant will be picked up by someone other than the parents this information needs to be recorded on the registration form or the office needs to be notified by the parent. No one will be allowed on campus to pick up a participant without the permission of the parent.

ENTRANCE TO THE CAMPUS BY CAR

No cars will be allowed at any time, as there are no parking spaces available on campus for the parents. Parents or drivers who will drop off and pick up the participants cannot enter the campus by car. Drop off and pick up will only be done at the "Servis kapisı" and all cars need to be parked outside the campus.

It is very important that all our parents (including our alumni) follow these rules, which have been designed to minimize the amount of traffic on campus for the maximum safety of our participants.

MOBILE PHONES AND ELECTRONIC EQUIPMENT

The use of mobile phones, iPods, iPads, other tablet devices, mp3 players, Gameboys and all other electronic equipment are NOT ALLOWED during the program unless requested specially by instructors. RCS Academy will not be responsible for damaged, lost or stolen items, and reserves the right to confiscate any equipment if the participant refuses to follow the RCS Academy Rules and Regulations. Confiscated items will be returned at the end of the RCS Academy day; parents may be contacted about habitual inappropriate use.

LOST AND FOUND

We highly recommend that students do not bring any items of monetary or sentimental value to the program. RCS Academy is not responsible for any lost or stolen valuables. Any items left unattended will be taken to the lost and found bins. RCS Academy will not be responsible for any lost and found item which is not retrieved.

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