

# ROLASOFT TECHNOLOGIES STUDENT CODE OF CONDUCT



## ROLASOFT TECHNOLOGIES LTD

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### **AIM OF THE STUDENT CODE OF CONDUCT**

- a) To enable students to utilize all available facilities in order to help them complete their IT training successfully at **RolaSoft Technologies Limited**.
- b) To provide students with detailed information on the rules and regulations guiding them in the Institute.

### **ABOUT ROLASOFT TECHNOLOGIES LIMITED**

You are welcome to **RolaSoft Technologies Limited**, we are software development company and complete IT solution provider that focus on providing highly qualitative software. we are professional in the field of computer education training and our area of specialization is in software courses and software development. We give our students 100% practical.

#### **Our Main Services are:**

- Software Development Service (Mobile App, Web App, Desktop App)
- Professional Computer & IT Education (Top-Up Programs, Diploma Programs, Certificate Programs, Tech @ School Programs, SIWES Programs, Internship Program, Corporate Programs, Customized Programs)
- International University Processing (USA, CANADA, UK, AFRICA and Many More ...)
- Social Media Management (Facebook, Instagram, Twitter, LinkedIn, WhatsApp, and Many More)

### **COURSES OFFER**

We have a range of courses which our student can choose from such as: Top-Up Programs (2 Years), Diploma Programs (6 Months), Certificate Programs (1,2 or 3 Months), Tech @ School Programs (3 Months), SIWES Programs (3 – 6 Months), Internship Programs (6 - 12 Months), Corporate Programs (1-4 Weeks), Customize Programs (1-6 Months).

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## **DELIVERY METHOD**

We deliver our courses to our student either by **In-Class Training (Physical)**, **Online Training (Virtual)** or **Hybrid Training (Physical and Virtual)** depends on the one the student registered for. We also do Home Training for corporate student and Office Training for company.

## **ADMISSION REQUIREMENT**

**Admission Requirement for Top-Up Programs:** O'Level Result (WAEC, GCE, NECO etc.) or Awaiting Result, Graduate, Undergraduate, Self-Employ, etc.

**Admission Requirement for Diploma Programs:** Graduate, Undergraduate, School Leaver, Secondary School Student, Self-Employ Person, Workers, Job Seeker, etc.

**Admission Requirement for Certificate Programs:** The person should be able to read, write and understand very well.

**Admission Requirement for Tech @ School Programs:** The person should be in primary or secondary school from Grade1 to Grade12.

**Admission Requirement for SIWES Programs:** The person should be a student of the higher institution like College of Education, Polytechnics, University, etc.

**Admission Requirement for Internship Programs:** The person should have at least National Diploma or equivalent before he/she will be admitted for the program.

**Admission Requirement for Corporate Programs:** The program is for an organization who want to train their staff on IT courses and an individual person can also register for this program. The person should be able to read and write.

**Admission Requirement for Customized Programs:** The program is for student that have their own curriculum that he/she wants us to teach. The person should be able to read and write.

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## **STUDENT REGISTRATION FEE**

All our students are expected to pay a **registration fee of 5,000** which cover the Registration form, Payment Card, Student ID card, etc. Completed Registration form should be returned with one passport photographs and must be submitted to the company before the student commence lecture.

## **PAYMENT OF FEE**

- a) **We don't accept cash.** Student should pay to **our account** and bring the teller for confirmation or through **our POS** at our office or through **Transfer from account** or through the **student dashboard** after login.
- b) Any fee pays in full for any of our courses will attract 5% (Physical Training, Online Training & Hybrid Training) discount.
- c) Corporate Training (One on One) are subjected to extra 30% of the tuition fee and will attract One-Time Full Payment only.
- d) **Top-Up Programs:** 16 Times Installment Payment for Physical Training & Hybrid Training and 8 Times Instalment Payment for Online Training. **Each Semester** is 4 Times Installment for Physical Training and 2 Times Installment for Online Training.
- e) **Diploma Programs:** 3 Times Installment Payment for Physical Training and 2 Times Installment Payment for Online Training.
- f) **Certificate Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- g) **Tech @ School Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- h) **Siwes Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- i) **Internship Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- j) **Corporate Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- k) **Customized Programs:** 2 Times Installment Payment for Physical Training and 1 Time Installment Payment for Online Training.
- l) If a student defaults, it would attract additional fee of Five thousand naira only (5,000).
- m) Fee are due every three months for Top-Up Programs, every two months for Diploma Program and every month for Certificate Programs, Tech @ School Programs, Siwes Programs, Internship Programs, Corporate Programs, Customized Programs. Fee is pay one-time for one-month program.
- n) Any student whose payment is due will be denied access to the class once the grace period elapses.
- o) We don't do refund of fee when the student has already enter the class or has collect materials for the program registered for.

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- p) If a student fails to pay his/her fee and misses classes for up to (2) months, then he/she is considered a **dropout**. If he/she wishes to return to his class, he/she is liable to pay all the fee due along with the default fee of twenty thousand naira only (20,000) to rejoin the class.
- q) In case any student needs an extension to pay his/her fees, then he/she has to make an application for the approval of the Center Head, the extension of payment should be a maximum of 14 days.

### ATTENDANCE

- a) The institute shall fix a schedule for training sessions and shall endeavor to adhere to the same. Training sessions are on weekdays and weekends. Students are required to attend classes punctually on the day scheduled.
- b) Every student is expected to maintain a minimum of 85% attendance in both theory and practical sessions.
- c) If a student is absent for more than 14 days without notice in writing and without obtaining the requisite approval, shall be struck off the class. In such a case, no claim or refund of fee will be entertained.

### BREAK IN COURSE

- a) Students are permitted to take a break as per the following policy:
  - Top-Up Programs:** 2 weeks' holiday break after each semester.
  - Diploma Programs:** No holiday break.
  - Certificate Programs:** No holiday break.
  - Tech @ School Programs:** No holiday break.
  - Siwes Programs:** No holiday break.
  - Internship Programs:** No holiday break.
  - Corporate Programs:** No holiday break.
  - Customized Programs:** No holiday break.
- b) Any student that needs a break in his/her course shall write an application to the Center Head / Academy Head for approval, stating the reason and date of rejoining. The maximum break period is one month. However, in case the student does not resume on the given date, a grace period of one month may be given, failing to resume after the grace period he/she will be considered a dropout. In such a case, no claim for fee refund will be entertained.

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## **TRANSFER FROM BATCH-TO-BATCH**

- a) If an inactive student wishes to rejoin, the decision will be at the discretion of the Center Head. He/she may be asked to transfer to a subsequent batch in the interest of continuity;
- b) Rejoining will only be permitted if there is no change in curriculum, in case there is a change in curriculum, the student will have to take fresh admission.

## **TRANSFER FROM CENTRE-TO-CENTRE**

- a) Transfer is subjected to availability of seats and availability of same course at the destination Centre.
- b) Transfer charge is ten thousand naira (10,000) only.
- c) Transfer fees and course fees are subject to change.
- d) Transfer will be granted at the beginning of new semester or new class.
- e) Outstanding financial commitment must be cleared before transfers can be done.

## **POLICY ON INTERNAL EXAM RE-SIT**

- a) The institute will conduct **Exam and Project for Top-Up Programs, Diploma Program, Siwes Programs and Internship Programs** but only **Exam for Certificate Programs, Tech @ School, Corporate Programs and Customized Programs** before issuing a **CERTIFICATE** to any student.
- b) If any student fails an exam there will be an opportunity to re-sit for the second time free. Re-sit after the second time attract a fee of **5,000 (Five thousand naira only)**.
- c) If a student fails an exam and wishes to re-sit, he/she has to informed the academic Head through his/her faculty or trainer.
- d) All the Re-Sit Examination fee must be paid in advance. No student will be allowed into exam venue unless the relevant exam fee has been paid.

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## **CERTIFICATE**

- a) Student shall be awarded the relevant certificate upon successful completion of the course enrolled for.
- b) Performance statement/Recommendation letter shall be issued at the completion of an examination.
- c) If a student did not complete the course enrolled for, even a lower certificate will not be given.
- d) The grade of a student shall be based on the performance of the student in the exam and project for Top-Up Programs, Diploma Programs, Siwes Programs and Internship Programs but only the exam for Certificate Programs, Tech @ School Programs, Corporate Programs and Customized Programs.
- e) In the case of loss of a certificate, a duplicate may be issued on request for a fee of twenty thousand naira only (20,000).

## **DRESS CODE**

- a) Student must dress in appropriate formal attires from Monday to Saturday. All clothing must be clean, well pressed and in good repair.
- b) Student should not be worn Athletic wear including sneakers, sweat pants and jogging suits.
- c) Any sexually provocative attire including mini-skirts, bicycle shorts, tight and revealing dresses are not allow.

## **DISCIPLINE**

- a) Student would not be allowed to indulge in activities disturbing other students (e.g., fighting, shouting & watching offensive movies with or without loud volumes);
- b) Student would not be allowed to eat or litter in the classrooms.
- c) Student would not be allowed to destroy any of the institute property or else will be liable to replace it immediately.

## **NOTE**

Any student violates the rule & regulation shall pay a fine of ten thousand naira only (10,000) or go on 5 days' suspension.

Any student that registers for any of our courses has acknowledge that he/she had read the content of the code of conduct and declare that he/she will abide by the rules stated. He or She will also conduct himself/herself appropriately throughout the period of his/her training.