

Payment Methods (NO CASH):

- 1. Check, Cashiers Check or Money Order payable to "CCSF College for Teens" **or**
- 2. Credit Card Payment

≤ **VISA** ≤ **MASTERCARD**
16-digit Credit Card Number _____ **CVV** _____
Expiration Date: _____ **Billing Zip Code:** _____

NAME OF CARDHOLDER **CARDHOLDER'S SIGNATURE**
Relationship to Student _____ **Phone #:** _____

Initials Refund Policy: NO EXCEPTIONS

Refunds are only issued under the following circumstances: 1. A full refund including the \$25 Admin Fee is automatically issued if a class is canceled by the College for Teens due to low enrollment. 2. A partial refund not including the \$25 Admin Fee and including a \$50 *per class drop fee* is issued if a written withdrawal request by the student or parent/guardian is received by **Monday, June 1st @ 4:30PM**.

The drop fee is non-refundable/non-transferable.

No drop requests will be honored AFTER June 1st, 2010. NO EXCEPTIONS.

Check refunds take from **8-10** weeks to process. **Credit Card refunds** take **2-3** weeks to process.

Initials Absence/Tardy Policy: NO EXCEPTIONS

NO absences are allowed. Prior to registering, any planned absences (i.e., court dates, doctor's appointments, mandatory college orientations, athletic tournaments, etc., **MUST** be **PRE-APPROVED** by the Dean or Director. Any last minute absences **NOT APPROVED** by the Dean or Director may result in a lower final grade or dismissal from the program with **NO REFUND**. **Vacations ARE NOT excused absences. NO permission will be given for family vacations, reunions or long weekends.**

Any tardy exceeding 15 minutes will be counted as one unexcused absence. Three tardies under 15 minutes will be counted as one unexcused absence. If a student exceeds our **NO** absence policy, he/she will be automatically dropped from the class with **NO REFUND** and **NO LETTER GRADE**. Excused absences are granted on a case by case basis by the Director or Dean (**NOT the instructor**).

Initials Lost Book Policy: NO EXCEPTIONS

A cash fee of **\$100** will be billed to the Parent/Guardian for any lost book(s). If the bill remains unpaid when class has ended, the student's grade will be withheld and a letter will be sent to the student's high school. **In order to take the final on the last day, students must return their required textbook(s).**

NO BOOK; NO FINAL; NO EXCEPTIONS.

***Final Exams for ALL classes are given on the final day of instruction.**

Please READ above information carefully and sign below.

WE have read, understand and accept the Refund, Absence/Tardy and Lost Book Policies. **INITIAL IN THE BOXES ABOVE NEXT TO EACH POLICY AND SIGN BELOW.**

PARENT/GUARDIAN Signature

STUDENT Signature

DATE

Summary of Understanding

WE have **READ, UNDERSTAND, and ACCEPT** the following:

REFUND POLICY

x _____ x _____ _____
PARENT/GUARDIAN Signature STUDENT Signature DATE

ABSENCE/TARDY POLICY

x _____ x _____ _____
PARENT/GUARDIAN Signature STUDENT Signature DATE

LOST BOOK POLICY

x _____ x _____ _____
PARENT/GUARDIAN Signature STUDENT Signature DATE

NO TOLERANCE POLICY

x _____ x _____ _____
PARENT/GUARDIAN Signature STUDENT Signature DATE

No Tolerance Policy

1. **NO** graffiti of any kind.
2. **NO** eating and drinking in the classrooms.
3. **NO** gang colored attire (RED or BLUE); caps; beanies; sunglasses; bandanas of any kind; walkmans, radios, iPods, MP3 players; hand-held games, cell phones and other electronic devices. **CCSF RESERVES THE RIGHT TO CONFISCATE ALL THE ITEMS LISTED ABOVE UNTIL THE END OF THE SUMMER SESSION.**
4. **NO** leaving the classroom or CCSF grounds during class time without the Dean's/Director's/Staff's permission.

Failure to comply with the rules listed above; CCSF's Rules of Student conduct; and SFUSD Disciplinary Rules may result in the student's withdrawal/expulsion from the College for Teens Program either temporary or permanent.

Please **READ** the above information carefully and sign below.

WE have read, understand, and accept the No Tolerance Policy and the consequences resulting if the student does not abide by the rules.

PARENT/GUARDIAN Signature STUDENT Signature DATE

City College of San Francisco's Rules of Student Conduct

Disciplinary sanctions for the below listed offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from class by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two class sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; and expulsion.

- 1.** Continued disruptive behavior, continued willful noncompliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties;
- 2.** Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (student and employees) or District visitor engaged in authorized activities;
- 3.** Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
- 4.** Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
- 5.** Willful misconduct which result in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
- 6.** Unauthorized entry to or use of District facilities, supplies, equipment, including computing networking or information resources;
- 7.** Obstruction or disruption of classes, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
- 8.** The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
- 9.** Willful or persistent smoking in any area where smoking has been prohibited;
- 10.** Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
- 11.** Violation of the District's Sexual Harassment Policy (see appropriate sections of the CCSF Catalog for a complete version of the Policy);
- 12.** Violation of the District's Computer Usage Policy (see appropriate sections of the CCSF Catalog for a complete version of the Policy);
- 13.** Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District's primary educational responsibility;

14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations); any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as threat to do bodily harm;

15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee.

PERMISSION TO APPLY FORM
For ALL STUDENTS

City College of San Francisco
College for Teens, 88 Fourth Street, San Francisco, CA 94103
PH: 415.267.6594

Date _____ High School _____

Student Name _____ SFUSD HO # _____ *(if applicable)*

During Summer 2010, the above named student is allowed to take the following courses at City College of San Francisco's College for Teens program for **high school credit ONLY**:

<i>Course Title(s)</i>	<i>Credits</i>
_____	_____
_____	_____
_____	_____

PRINT

Counselor's Name _____ Counselor's Phone # _____

Counselor's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____