

# General Rules for Online Classes

It is very important to carefully read the rules and cancellation policies of the online classes before beginning your class.

1. The student should access the virtual classroom at least a day before their first class in order to learn how to work within the system. Make sure to check the videoconference link and mic working before the class.
2. It is the student's responsibility to make sure necessary technical requirements and internet connection before class begins. If you need technical assistance you can make an appointment with the Just Class technical staff during their office hours. Any technical difficulties during the class that are the responsibility of the student cannot be reimbursed if class time is lost.
3. Double check that you have a stable internet connection BEFORE your class starts. Take into consideration that if other people in your home or office are downloading files, watching videos or playing games on the internet, etc, it could interrupt your internet connection and class.
4. Students must be on time for the Online class. We will not make up class time due to late arrivals.
5. Please keep in mind; Class days and hours are same throughout the year and there is no seasonal change of schedule. The student is responsible for reviewing if the seasonal schedules have changed in their region. If the student misses class due to a misunderstanding of the time table in their region, we will not make up classes for the time lost.

(Check/Change your time Zone).

6. It is strongly recommended that students actively participate in each class.

7. If you have a disability that could affect your performance in this class ,please contact Just Class Support Team before your class starts so we can make the appropriate arrangements.
8. Students must demonstrate appropriate social behaviours in class; the appropriateness of their behaviour is determined by the teacher. For example, talking on the phone during class or to a person outside of the class must be avoided.
9. At the beginning of each new course, it is the responsibility of Just Class Support Staff to give friendly and supportive learning environment .
10. If your current teacher is not available to facilitate class (due to sickness or a last-minute emergency), Just Class will not cancel class, instead class will be taken by a substitute teacher.
11. Read our Refund and Cancellation policies for private and group Online classes.

**Happy Learning !!!!!**

**For any assistance-**

**Support Team – [support@justclass.in](mailto:support@justclass.in)**

**Information Team – [info@justclass.in](mailto:info@justclass.in)**

**Contact – 8929242666 , 8287816621**