

## Memorandum of Understanding

We are AAA English from English promise to give you the best English Language Education in Moscow that is possible. We as teachers will work hard for you, preparing interesting lessons for you that are aimed at the right level and are appropriate in order for you, the student, to gain as much knowledge and English skills as quickly as possible. That is our promise to you. In return we ask you to understand the following:-

1. In order to improve your English, you need to attend as many classes as possible. Ideally that should be 100%. To encourage your attendance, the school has provided you with the opportunity to earn a 10% discount on your monthly course fee. If you have attended all the previous month's lessons then you can save money on the next month's fees with this 10% discount. If, however, you are unable to attend the class due to illness, then we will allow one lesson to be missed and the qualification requirement for the following month's discount will not be affected.
2. We have small classes and guarantee to you, the student, that the maximum class size will be 6 students only. As a result of this policy of the school, in return you get a fair amount of time to speak and practise English with your teacher and your fellow class-mates. However, in order to keep the classes this small as well as coherent and moving only according to the schedule, we really do require all students to attend. And that is why we have introduced the bonus scheme, as outlined above. However, although we allow you to not lose your discount if you have missed one lesson due to illness, this dispensation does not extend to holidays or business trips. Absence from the course due to these 2 reasons will mean that the lesson will need to be paid for. Having said that, as the lesson has been paid for, the 10% monthly discount bonus will stay in place.
3. If you cannot attend the lesson with less than 24 hours notice, then unfortunately, the lesson will need to be paid for.
4. Homework needs to be completed within the time-scale that the teacher has outlined for the task. In order for you to progress and pass your end-of-course examination, you cannot expect just to attend the course lessons twice a week. The acquisition of a language is not a part-time process, but something that needs commitment and work outside the scheduled classes. The homework is set by the teacher to ensure that the improvement that you will undoubtedly see in the class is maintained.
5. Outside the classroom, we recommend that you try to listen to and read as much English as your busy schedule will allow. We recommend seeking out on the Internet English reading materials, which are appropriate to your level, as well as listening to English language broadcasts.
6. During the class, attendance is not the only requirement. When in the classroom participation is the ultimate aim. The lessons that have been planned will be interesting in only so far as you, the student, seize the opportunity and commit to taking part with the teacher and the other students in the class. That way you will see the improvements that we know will occur.