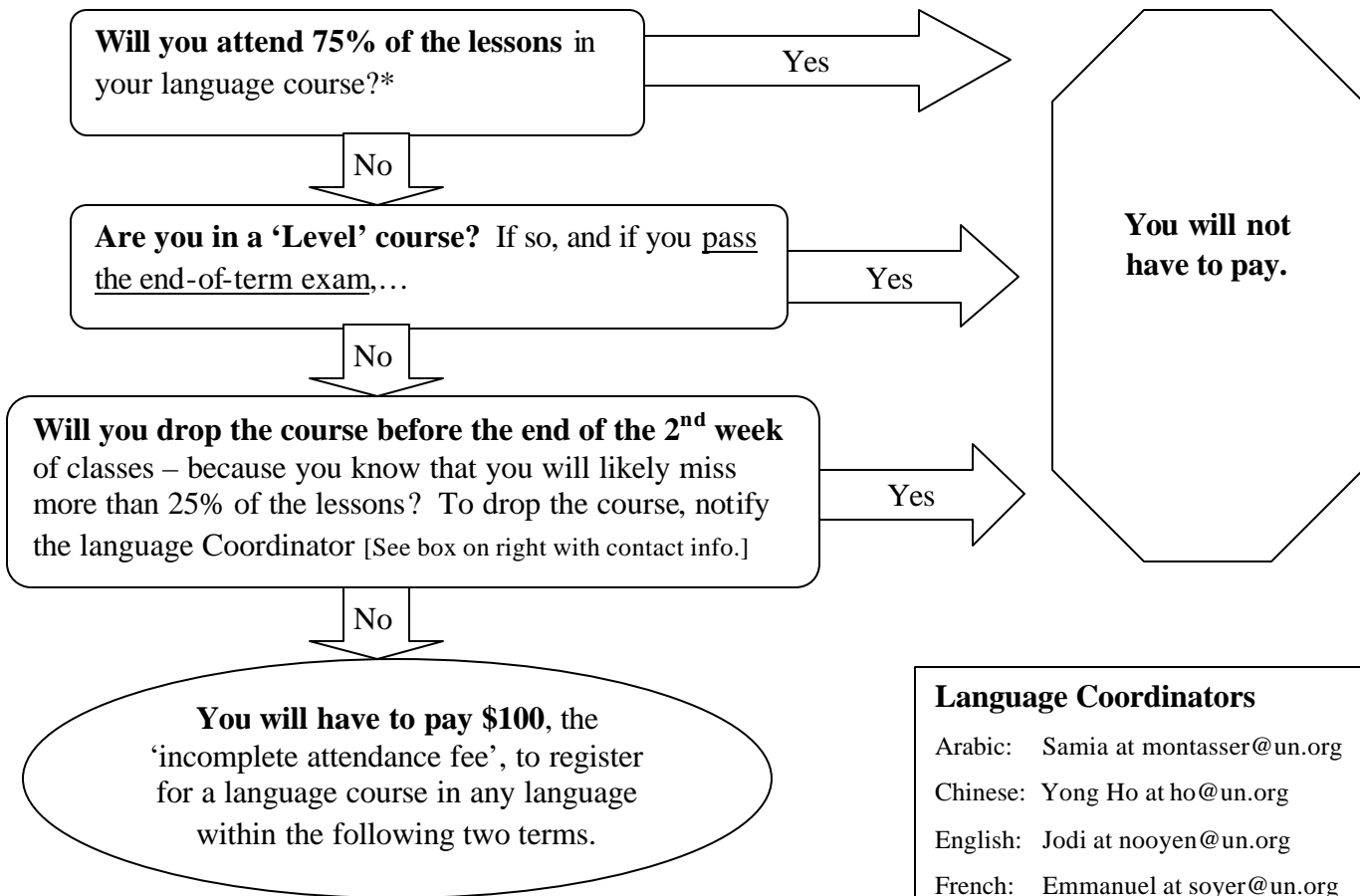


Incomplete Attendance Fee

The LCP has a strict incomplete attendance fee policy. If a student does not meet the attendance requirements of a course, they will be charged a \$100 fee to take a class in **any** of the six languages within the next two terms. We charge this fee to ensure that our limited resources are used for maximum benefit. That is, we aim to fill our classes with those who will be able to attend regularly.

Will you have to pay?



Language Coordinators

Arabic: Samia at montasser@un.org

Chinese: Yong Ho at ho@un.org

English: Jodi at nooyen@un.org

French: Emmanuel at soyer@un.org

Spanish: Felipe at martinsarachaga@un.org

Russian: Alla at padalka@un.org

* If you are in a **Level course** and either fail the exam (F) or choose not to take the exam (you must notify your teacher beforehand of this), you will not be charged the fee if you had satisfactory attendance. Also, **some special courses** have homework requirements. If you don't meet these requirements, you will get an Incomplete grade (I) for the course – but, if you attended more than 75% of lessons, you won't have to pay an incomplete attendance fee.

Special Exceptions – only allowed once per year

