



LEVANTINE INSTITUTE
OF TRIPOLI

Rules and regulations of the LEVIT for students

Please read carefully this set of rules before accepting to register at the Levantine Institute of Tripoli:

- Please choose carefully the program you are registering in and the intensity, once registered no changes will be accepted unless the administration is notified 30 days before the date of the beginning of the course.
- At the LEVIT examinations are an integral part of our approach to teaching. In every term we have a mid-term exam (not more than 1h) and a final exam (which can take up to 3 hours). Examination time is part of the studying hours and all students are requested to attend. In case students refuse to attend the exams, it will be stated clearly on the certificate that no exams were done.
- Students are required to be in class on time, food is not allowed inside the classroom and breaks shouldn't exceed 15mn. Teachers are allowed to refuse entrance to a student who would be late more than 20mn after the class starts.
- Students are required to attend all the classes of the term, if a student is absent for more than 30% of the time, the LEVIT will not be able to issue a certificate of completion at the end of the term.
- During each term at the LEVIT, we have one activity outdoor in the city of Tripoli, or inside the institute as a cooking class. These activities are integrally part of the teaching time and in no case, students can refuse its implementation.
- Private classes are scheduled in coordination with the administration. Students cancelling their classes should give notice 24 hours in advance otherwise no reimbursement and rescheduling will take place.
- The number of private classes booked should be completed within the time agreed upon with the administration. It is not allowed to postpone classes after the specified date.
- In case a teacher is sick for more than a day, it is the responsibility of the LEVIT to find a replacement and make sure that the lost hours are made up for.
- It is not allowed to use phones in class, please only use your phone during the break time.
- Full payments need to be settled no later than the registration day at the institute. Students who fail to do so will not be allowed into class.



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Rules of the residence:

- No guests are allowed in the apartments without informing the administration, no parties and loud music is allowed.
- Keys will be distributed upon arrival. Please do not forget to return them before leaving at the end of the term.
- It is the students' responsibility to keep their rooms clean, especially when shared with another student as well as the toilets and common areas.
- All the residences are equipped with a kitchen, please make sure to keep the space clean and wash your dishes right after you have used them.
- Try to think of other students, showers should not exceed 15mn (hot water could run out). Students are responsible for their own soap, towel and toilet paper.
- Recycling containers for paper and plastic are in 200th street (roundabout, where Bank Audi is located), you can also throw your recyclables at the institute in the Garden.
- If you have any issue with water or electricity let the administration know about it and it will be taken care of.
- Electricity: in Lebanon we have major electricity shortage and mostly rely on generators for at least 12 hours a day. If many hair dryers are plugged in at the same time, the electricity might cut off. We usually face issues with electricity so please be patient and understanding.
- Toilets and the shared space are cleaned once a week, do not hesitate to come speak with the management for any complaints.
- Should you bring alcohol, please do it discretely since it is a conservative neighborhood.
- Please leave your full garbage bags in front of the apartments (apartment main entrance). Concierge will collect them all.
- Cooking gas refill are covered by the institute however heating gas are the financial responsibility of the students occupying the apartment. Please ask LEVIT's administration for support. The LEVIT is not responsible for filling gas bottles in the apartments after 4PM. Please ask the concierge of your building if you need any assistance about this matter after 4PM.
- Do not throw any toilet papers or feminine products in the toilets! Please use the garbage on the side of the toilet for these. Do not drink or cook with tap water, always buy bottles of water for consumption.

Any breach of these rules could lead to exclusion from the dorms with no reimbursement of accommodation fees.