



Dear Student,

CODE OF ETHICS (JOINING INSTRUCTIONS)

We are delighted that you will be joining Whoopy Yun College, Ibadan, Nigeria, we can't wait to meet you.

PLEASE READ THIS DOCUMENT AND UNDERSTAND IT.

Please note that lectures start 10:00 am to 3:00 pm Monday to Friday, however, students are at liberty to use the remaining hours in the day as pleased, but responsibly.

CODE OF CONDUCT

100% Participation

We would like to remind you that once you sign this form, you have consented to fully participate in all lectures, when you miss a class, it is your responsibility to catch up with your classmates.

Please note that any student who exhibit lackadaisical attitude towards classes, lectures, class works, group works and assignments or any other school activities will not be allowed to extend the training period, extension of the agreed training period will be at an additional training fee.

Student who missed more than 60% of both class attendance and classwork/assignment will not be graduating with his/her set but might be allowed to finish with the next set on the following condition:

- **Accident**
- **Health condition**
- **Environmental disaster**
- **Student is ready to pay additional training fee**
- **Other extremely important issue(s) accessed and approved by faculty member.**

Prerequisite for graduation is 75% class attendance, 75% classwork/assignment and 100% completion of project work including portfolio.

Fashion show/ runway show/exhibition of project work is mandatory for all graduating students and a prerequisite for graduation.

Student who does not finish the training curriculum satisfactorily will NOT be certified by Whoopy Yun College.

Non-Discrimination

Participants, members of faculty, staff and volunteers shall not discriminate with regard to race, color, gender, religion, sexual orientation, age, political opinion, or disability, they will also endeavor to understand and protect the civil and human rights of all individuals.



COMPETENCY AND BEHAVIOR

Behavior

Students, members of faculty and volunteers shall be knowledgeable about Whoopy Yun Fashion College, its policies and programs and other relevant factors that will impact a future student's decision-making process.

All student must act ethically and honorably both in your interpersonal and professional dealings;

All students must be truthful, forthright, and collaborative in working with colleagues and other stakeholders;

Report any instance of crime, abuse, vandalism, or terrorist threat to the proper authorities immediately;

Fulfill both individual and group works and responsibilities; failure to do so will result in failure to clear/graduate from the program.

Be a respectable and honorable representative of Whoopy Yun Ltd, Whoopy Yun College.

Respect the rights of others during your course of study or instruction, treating them as professionals and colleagues;

Respect the rights of those with disabilities and/or physical impairments so that they can get the most out of their learning experience;

Avoid any instances of sexual harassment and/or personal abuse.

Take responsibility for your actions as a student, avoiding public outbursts or actions that violate the law or the ethical principles valued by the school.

Have respect for oneself, his/her country, the school, and the partners who support it by avoiding any instances, public or private, that will constitute a violation of the law or ethical/professional regulations.

Program

Students are responsible for their textbooks, training materials, training tools etc.

Student pledge to be on time for classes, come ready to learn, and avoid any actions that will impede timeliness or preparedness;

Student pledge not to damage equipment or property within the school willfully or with malice. Should this occur, the student(s) will be liable for damages in additions to other sanctions imposed by the Head Instructor and/or legal actions may be taken against you.

In the case of accident, student(s) is responsible for reporting of the damaged item, tools, kits and/or equipment, failure to do so results in the entire class buying back the damaged item, tools, kits and/or equipment.

Attendance is very important and any participant who do not fulfill 75% class attendance and successfully completed assignment and project will not be graduating with his/her cohort and thus will not be awarded a certificate or benefit from our alumna programs.

Class work and assignment

Class works and assignments should be completed in compliance of the program policies to be able to graduate, all students are responsible for their training tools (needles, threads, curves, rulers, ink, vinyl, mugs, shirts, laptops etc.) and fabrics.

We have zero tolerance for violence and as such Verbal and physical abuse will be automatic expulsion from the program.

Whoopy Yun Ltd Brand

The Whoopy Yun Ltd/Whoopy Yun College’s Brand and Logo belongs to the school alone and no one has the right to use it.

If student need to use the brand logo for any school activities school authority or faculty member should be duly notified.

All activities and programs will be authorized by the Training Director alone.

Violation of any of these ethical rules, or any that are added by the Whoopy Yun Ltd and Whoopy Yun College’s leadership of which the students, members of faculty and volunteers are duly informed, may result in sanctions that include but are not limited to:

Expulsion from the school and sent home without refund of training fee;

Monetary damages in terms of damages to property or facilities;

Loss of consideration for mentorship and/or sponsorship opportunities;

Criminal action; and/or

Other sanctions to be assessed by Whoopy Yun Ltd/ Whoopy Yun College’s leadership.

There will be no refund for student who display lackadaisical behavior, miss classes continuously without a justifiable reason(s) or student expelled from the training.

Attestation

Ido not sign this under duress, I agree to the content of this document completely and voluntarily.

Having read and understood this document, I hereby agree to abide by all the rules herein and agree to any consequences resulting in my failure to do so:

STUDENT’S FULL NAME.....

STUDENTS SIGNATURE.....

DATE.....



WHOOPY YUN

