

## Monthly Reports.

**P**ERHAPS there is nothing in the curriculum of our College that receives more rigid attention than our monthly reports. We find them to be not only of great benefit to the student, but also of the fullest satisfaction to parents and guardians, who are very often under the impression that their sons, attending College, waste away their precious time after school-hours. To avoid this, which is perchance often the case, we exact from each student a certain amount of work to be done at home, the result of which is carefully submitted to the parent or guardian in our monthly report, the contents of which are as follows, *v z.*: Business Penmanship, Business Arithmetic, Commercial Law, Commercial Correspondence, Deportment, Neatness and Accuracy in Book-keeping, Progress in General, days, hours and minutes lost.

The marks in the different branches will, of course, depend upon the degrees of merit, which as aforesaid will be faithfully submitted to the parent.

Any who may wish to have the reports sent them more frequently than monthly can notify the Principal of their desires, and they will be sent either weekly or fortnightly.

## Class Room Rules.

- 1.—Class room floors will be opened ten minutes before the opening of each session, and closed ten minutes after the opening for one hour.
- 2.—All students entering for the regular course are expected to be constant in their attendance, and punctually in their places at the opening hours.
- 3.—When any class is called, the members thereof will take their places promptly; any unnecessary delay on the part of any student will submit him to exclusion from the class for the time.
- 4.—Students, after entering, are not allowed to absent themselves before the hour of closing without permission from the Principal.
- 5.—No smoking, chewing tobacco or spitting on the floor will be tolerated in the College.
- 6.—Students will not be permitted to misappropriate the use of the College furniture, by lounging upon or defacing the same, and any student injuring property will be required to pay for damage done.
- 7.—On no pretext whatever will students be permitted to take from the rooms any manuscript or other article belonging to the College.
- 8.—Quietness, order and diligence during the hours of business are strictly enjoined.
- 9.—No student is permitted to interfere with the property of another.
- 10.—Students occupying official or other positions in the Business Department will forfeit the same by absenting themselves without permission.

D. McLACHLAN, Esq.,—Dear Sir: The thorough drilling received by the first of my sons who attended your College, induced me to send the other, and I now take pleasure in recommending your institution and course of instruction to every young man as being exactly suited to the wants of every-day life, no matter what business or profession he may wish to follow.

Late WM. GRAY, Carriage Builder, Chatham.