

CLASS ROOM RULES.

1.—Class room doors 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.

11.—Students must conduct themselves in a quiet and orderly manner while entering or leaving the building. No running up or down the stairs or standing at the street entrance will be tolerated.

12.—Students are required to be perfect in deportment. All communication is strictly prohibited in the College Hall and Class Rooms, except in transacting business at the offices.

13.—Upon the completion of each set, the student must submit his books for examination, and receive a progress check before he will be allowed to proceed. All work must be executed with as much neatness, accuracy and dispatch as the student's ability will admit.

14.—A correct standing of each student will be kept in all his studies, and monthly reports rendered on the last Saturday of each month. Acknowledgments of them are required to be signed by the parent or guardian and returned immediately to the principal.

15.—Students obtaining a standing of less than 38—50 (about 75 per cent.) in any one study two consecutive weeks will be subject to suspension. THESE REPORTS WILL FORM A BASIS FOR GRANTING ANY LETTER OF RECOMMENDATION OR CERTIFICATE OF QUALIFICATION.

16.—Students disregarding any of the rules will be required to report in the office and give satisfactory assurance of strict compliance in the future. A second offence will subject the student to suspension until the parent or guardian shall call and arrange matters satisfactorily, and a third offence will subject him to unconditional expulsion.

CHARING CROSS.

D. McCLACHLAN, Esq.—Dear Sir: During my attendance as a pupil at the Canada Business College I found the arrangements throughout the school such as to enable the student to make the best use of his time in acquiring a thorough knowledge of the various branches taught. The curriculum of the College is comprehensive, and the instruction imparted thorough and practical. My faith in the integrity and ability of its staff of teachers renders it a pleasure to me to recommend a course in the C. B. C. to all young men desirous of obtaining a thorough business training.

J. M. MORRIS,
Formerly of Lambton Co.

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