

## TERMS AND CONDITIONS

### Enrolment & Tuition Fees

A non-refundable registration fee of 65 EUR + 30% course price is payable at the time of enrolment.

Any bank charges are payable by the Student or Agent.

All fees must be paid in advance of the tuition.

### Tuition process

The School reserves the right to appoint and rotate teachers.

Tuition time/date may be changed in advance with a written notification (subject to availability of teaching staff/teaching rooms) or through direct negotiation with the Teacher (subject to availability of teaching rooms).

If a school receives the notification about the private lesson cancellation less than 6 hours before the start, the lesson is considered as conducted and won't be reimbursed.

Punctual arrival is the Student's responsibility. The School will not extend the teaching time due to late arrival.

One lesson lasts 45 minutes (1 academic hour).

The School reserves the right to change teachers, times, rooms and combine classes if necessary.

### Group course

Once the student booked group tuition, there is no way to switch to private lessons. Private lessons can only be taken in addition to group course and for additional payment.

Students who booked the group tuition and have no co-students of exactly the same level are entitled to be compensated with the individual lessons in amount of 75% of booked group lessons. 30 group lessons may be compensated with 20 group lessons (in case there is a group available for 20 lessons) + 6 individual lessons or with 22 individual lessons in case there is no co-students of exactly the same level for all 30 lessons in a group.

20 group lessons may be compensated with 15 individual lessons.

As soon as the other student with the same level joins the group, the amount of lessons changes back accordingly.

The School reserves the right to establish the current level of the language of the Student and his/her suitability to the group.

The maximum number of students in a group is 4 people. The school reserves the right to add more students for a short period if needed.

Group lessons missed for a personal reason of a student cannot be made-up in any way. Group course of up to 12 months duration is valid for one calendar year from the date of commencement of the course. If a student, on his own initiative, cannot complete the course within a year, no refund of money or lessons is possible.

## **Cancellations and Refunds**

Refunds may take up to 1 month from the date when official notification has been received by the School.

No refund can be made for enrolment fee, visa support fee, travel expenses, delivery fee and airport transfer.

Any course of up to 12 months duration is valid for one calendar year from the date of commencement of the course. If a student, on his own initiative, cannot complete the course within a year, no refund of money or lessons is possible.

If the Student cancels the course prior to 30 days before arrival date, the student will be charged the cancellation fine of 10%, if up to 14 days before the course start date - 25%, if less – 50% from the total course price.

No refunds can be made after the course has commenced.

In case of genuine personal emergency the Student will receive a course voucher for the time remaining after the approval of the School principal and will be able to continue her/his studies later.

When the visa invitation letter is provided, please check “Visa invitation letter” paragraph.

## **Public holidays**

Fee reductions do not apply where a course includes a public holiday when the School is closed.

The lessons missed because of the School closure will be given on different days according to the arrangement between the School and the Student.

## **Accommodation**

Minimum accommodation booking period is 7 nights.

All accommodation fees must be paid in advance directly to the School, not to the Host Family or any other people or institutions.

Arrival and departure dates may be changed in advance by special arrangement, subject to availability.

If the Student wishes to cancel the accommodation booking, they must inform the School in writing in advance.

If the accommodation is cancelled prior to 30 days before arrival date, the student will be charged the cancellation fine of 10%, if up to 14 days before the appointed arrival date - 25%, if less – 50% from the total cost of the booked accommodation and the service commission.

Please note: the School will attempt to resolve any dispute with a Host Family and the student and may change a Family if required by the student.

No refunds for the Host Family accommodation can be made when the booked period was started.

The refund policy for Hotel/Hostel/Shared Flat/ Apartments fee is considered individually.

## **Invitation letter**

Visa support fee and 30% course pre-payment should be done in 3 days after the enrollment.

Visa fee is non-refundable.

30% course pre-payment is refundable only in case of visa refusal. A proof document should be provided before the course starts.

When extendable visa is provided, the prepayment amount is 3 months course price.

All the refunds after the invitation letter is commenced are considered individually.

### **ADDRESSES AND SIGNATURES OF THE PARTIES**

#### **EXECUTOR**

GLOBALEDU LLC

(Educa Language School)

Actual address: St. Petersburg, Bolshaya Morskaya 3 off. 318

Principle:

Signature \_\_\_\_\_

#### **CUSTOMER**

Signature \_\_\_\_\_