

INFORMATION ABOUT CONDITIONS OF ENROLMENT AND RULES – CLUB GAÏA

8 Week Workshop and Intensive courses

1. Registration for a course is confirmed on signature of the contract or by email or post.
2. Courses start and finish on the dates set. If a break is planned, e.g. for school holidays, participants will be informed at the beginning of the course.
3. Fees for all courses or terms started must be paid in full.
4. Courses are payable within 30 days of the date of invoice and at the latest 2 days preceding the beginning of the course.
5. 10 % of the fee must be paid at the time of registration.
6. For payment by instalments, Fr. 15.- is invoiced for administrative costs.
7. Lessons not taken cannot be refunded.
8. If, in exceptional circumstances, a student is obliged to interrupt classes for a period of at least 3 weeks, the management will examine the case, without obligation.
9. It is possible to join a group during the term. In this case, the price is calculated pro rata.
10. Registrations, suspensions, book purchases, etc. must be made in person at the school reception.
11. The forming of groups, their possible suspension, the fixing of timetables and the assignment of students and teachers to groups are the responsibility of the management. The management reserves the right to make any modifications judged necessary.

These group courses take place from Mondays to Fridays and have a minimum of 4 and a maximum of 8 participants.

8 Week Workshop From **4 to 8 participants** : **2x1h30** per week

The management reserves the right to modify the number of periods as follows:

If only **3 participants**: **1x2h15** per week

The term fees remain unchanged; only the number of periods can vary according to the number of participants.

The management gives the participant the choice of accepting or refusing the following proposition:

If only **2 participants** : **1 h30** per week

If only **1 participant** : **1 heure** per week

Intensive Courses From **6 to 8 participants** : **1x3h** per day.

The management reserves the right to modify the number of periods as follows:

From 4 to 6 participants : **1x2h15** per day

The management gives the participant the choice of accepting or refusing the following proposition:

If only **2 or 3 participants** : **1h30** per day

If only **1 participant** : **1 hour** per day

In case of refusal, and if a group of more than 3 participants cannot be formed, the contract will be cancelled and the fees refunded.

CONDITIONS OF CANCELLATION

1. Up to 15 days before the beginning of the course: 10% of the tuition fee is payable to the school.
2. From 14 days to 1 day before the beginning of the course: a cancellation fee of 30% of the total amount is payable to the school.
3. **All cancellations must be made in writing to the school (email, fax or post).** No cancellation will be accepted either by telephone or through the teacher. A written confirmation will be sent within 5 days of reception of the cancellation.