

## INFORMATION ABOUT CONDITIONS OF REGISTRATION AND RULES

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.
12. All absences must be notified to the school by telephone, fax or email.

Micro-group courses take place from Monday to Friday and have a minimum of 4 participants and a maximum of 8 participants.

### COURSES OF 1 X 2H15 PER WEEK

From 4 to 8 participants: 1 x 2h15 per week

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

If only 2 or 3 participants: 1 x 1h30 per week

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

If only 1 participant: 1 x 1h per week, for 4 group periods

**In case of refusal, and if a group of more than 2 participants cannot be formed, the contract will be cancelled and the fees refunded.**

### COURSES OF 2 X 1H30 PER WEEK

From 4 to 8 participants: 2 x 1h30 per week

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

If only 3 participants: 1 x 2h15 per week

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

If only 2 participants: 1 x 1h30 per week

If only 1 participant: 1 x 1h per week

**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.**

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

## CONDITIONS OF CANCELLATION – GROUP COURSES

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.