

INFORMATION ABOUT CONDITIONS OF ENROLMENT AND RULES - INTENSIVE COURSES

1. Registration for a course is confirmed on signature of the contract or by email or post.
2. Courses begin and end on the dates set.
3. Fees for all courses started **must be paid in full**.
4. All courses are payable at the latest by the **Thursday preceding** the first class. Lessons not taken cannot be refunded.
5. If a participant **cancels** a course for a week for any reason, the school must be informed **at the latest** by the **preceding Thursday**. Otherwise, the participant will be charged for that week in full.
6. Registrations, suspensions, book purchases, etc. must be made in person at the school reception.
7. The forming of groups, their possible suspension, the scheduling of courses and the assignment of students and teachers to groups are the responsibility of the school management. The school management reserves the right to make any changes judged necessary.
8. **Extensions or cancellations** of intensive courses must be made in person at the school reception by the **Thursday preceding** the extension/cancellation **at the latest**. **Payment** for extensions must be made in full by **midday** on **Friday** of the week preceding tuition.

Intensive courses are held from Monday to Friday and have a minimum of 4 and a maximum of 8 participants.

From **4 to 5** participants: **1 x 2h15** per day

From **6 to 8** participants: **1 x 3h** per day

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

If only **2 or 3** participants: **5 x 1h30** per week

The weekly fee remains unchanged; only the number of hours can vary according to the number of participants.

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

If only **1** participant: **5 x 60 minutes** per week.

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.

CONDITIONS OF CANCELLATION – INTENSIVE 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.