

CONDITIONS OF ENROLMENT AND RULES - PRIVATE COURSES

1. Registration for a course is confirmed on signature of the contract or by email or post.
2. Each lesson is either of 45 minutes or 60 minutes depending on your contract. A pause of 5 minutes can be taken if the participant wishes to.
3. Every lesson is payable in advance.
4. In case of monthly payments, the courses are payable within 20 days and within 30 days for global invoices.
5. In case of monthly payments, the first invoice is due in advance and Fr. 15.- is invoiced for administrative expenses.
6. The lessons have to be taken within a year from the contract's signature or its prolongation. After this date, the school has the right to give them. In that case, the price is adapted on next year's tariff.
7. Private lessons can be cancelled without credit lost only if our office has been previously informed, **precisely before 19h00** the day before. (**Friday 18h00 for lessons on Monday**). This rule cannot be changed and there won't be any exceptions.
8. Long lasting interruptions because of diseases, holidays, etc., are admitted only with previous announcement and is subject to the delay indicated in paragraph 6.
9. Once a course has started, it **is payable in full**.
10. If a participant cannot terminate his course because of absolute necessity, he can:
 - a) either yield his/her lessons to another person ;
 - b) or ask a delay extension of his/her subscription validity ;
 - c) or let the value of his/her lessons credits be transferred to any inlingua school in the world;

If the first three solutions are not chosen, the school has the possibility to refund 80% of the credit balance to the participants for the lessons not taken.
11. The participant is authorised to discuss the schedules with his teacher, but is asked to inform our office of any planning modification. The school declines any responsibility for errors that could result of the non-observation of this rule.

CANCELLATION CONDITIONS – PRIVATE COURSES

1. More than 15 days before the beginning of the course: the 10% 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 due.
3. **Please announce any cancellation by writing to our office (e-mail, fax or post)**. No cancellation will be accepted by either telephone or through your teacher. A written confirmation will be sent to you within 5 days after reception of your cancellation.