

LANGUAGE CLASSES TERMS AND CONDITIONS

26th of September 2022 – 26th of May 2023

REGISTRATIONS

Registrations are made via the H4C website.

You can choose the selected class you wish to attend and proceed with purchasing through the website.

Registrations can be made until the 16th of September 2022.

A confirmation email will be sent by contact@home4cooperation.info

PARTICIPATION COSTS

The total **participation fees** for the whole academic year, are the following:

- A1.1 – €270*
- A1.2 – €270*
- A2.1 – €280*
- A2.2 – €280*
- B1.1 – €280*
- B1.2 – €280*

* The price covers the registration and stationery costs for the classes, which include all the handouts and stationery given by the instructor throughout the course.

PAYMENTS

The full amount of the participation costs is payable **in one instalment** by the 16th of September 2022, and it is **non-refundable**.

In case any difficulties arise regarding online payment, please contact us at contact@home4cooperation.info.

IMPORTANT DATES

The Language courses will start on the 26th of September 2022 and finish on the 26th of May 2023.

The course will have two term breaks on the following dates:

- **From 23/12/2022 until 6/1/2022**
- **From 07/4/2022 until 21/4/2023**

OTHER TERMS AND CONDITIONS

- If a student misses a class, it is their responsibility to catch up. If there is a request for a 'private catch-up class', it is up to the instructor's discretion to offer one, and they will be on a strictly voluntary basis on the instructor's part.
- Instructors have the sole responsibility for notifying the H4C Team for any possible cancellation, as well as notifying their students at least three days in advance. In the event of an emergency students and the H4C Team should be notified over the phone at least three hours in advance. This cannot happen consecutively. If something urgent happens, there needs to be a valid reason.
- Instructors have the right of discretion to accept or refuse students, however the H4C Team must be notified of this decision and the reason.
- Students are obliged to sign the attendance sheet every lesson.
- Instructors are responsible to begin and finish their class on time.
- Instructors should arrive at the H4C at least ten minutes before the beginning of the lesson and are responsible to leave the room in a clean and tidy state.
- If students wish to cancel/skip a class because of a public holiday, then all students need to agree with their instructor and arrange for the class to be replaced at the end of the course.
- H4C Language classes follow the Common European Framework of Reference for Languages (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp)
- The **minimum** number of registrations per class is **5 students, and the maximum 8.**

COVID-19 PROTECTIVE MEASURES

- To ensure all safety distances are maintained, the **maximum number of students** in the classes taking place **at the Home for Cooperation is 8.**
- Hand sanitizer are available at the room's entrance, and all participants are asked to use the hand sanitizer when entering and before leaving the room.
- Students and instructors must stay home if they have any symptoms, i.e. cough, fever, chest pain, or in general feeling unwell.
- Students and instructors must inform the H4C Team if they are tested positive for Covid-19, or if they are in close contact with an individual tested positive, within 24 hours of their knowing.
- If due to new protective measures against the coronavirus the physical classes cannot be carried out, all classes will be completed online at their dedicated day and time.

Thank you!