

LANGUAGE CLASSES TERMS AND CONDITIONS

7th of October 2024 – 13th of June 2025

REGISTRATIONS

Registrations are made via the H4C website.

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

Deadline for registrations: 20th of September 2024.

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

PARTICIPATION COSTS

The LANGUAGE CLASS fees for the whole academic year, are €300.

The CONVERSATION SESSIONS fees for the whole academic year, are €150.

PAYMENTS

The full amount of the participation costs is payable **in one instalment** by the 20th of September 2024, 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 7th of October 2024 and finish on the 13th of June 2025.

The course will have a **WINTER BREAK** between the **23rd of December 2024** and **6th of January 2025**

The language courses will also **NOT** take place on the public holidays that the Home for Cooperation observes. These are:

- [Public holidays 2024](#)
- [Public holidays 2025](#)

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.
- For online classes, instructors are expected to login at least 10 minutes before the class.
- If students wish to cancel/skip a class because of a public holiday not observed by the Home for Cooperation, 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 10.**
- A certificate of participation is issued at the end of the academic period for students who have completed the course.

Thank you!