

1. **Greek Language Services** offers courses for adults.

2. Payment

Fees are payable in advance and are exclusive of the books. Fees must be paid in full, the latest after the 1st lesson unless otherwise specified. Once payment is received your place is guaranteed and you are expected to turn up on the first day of your course. A receipt will be sent upon request. Proof of identity is required.

3. Groups and fees

The prices announced at www.greek-despina.com apply for a group with a minimum of 5 people. In case of a smaller group with 4 people, you can choose to have 24 lessons for the same price, or pay an extra € 60. In case of 2 or 3 students, the price is € 100 higher than the announced one.

4. Cancellation and refunds

Students are advised to consider carefully their circumstances and personal commitments before enrolment as no cancellation or refund will be possible once the term commences. Students register for a block of lessons taking place over a period of 9 months. No fee refund or fee transfer is possible if they cannot attend the lessons. Fees cannot be transferred to cover payment for a course in another academic year. If we cancel a course the full course fee will be reimbursed.

5. Class size/placement

Greek Language Services' group courses have a minimum of 5 and a maximum of 10 students. If fewer than 5 students have registered on the starting date, you will discuss with your teachers about the possibilities. Changes from one course to another are only possible within the same enrolment period. Placement to a course will be determined by interview. In case your teacher cannot attend the lessons for some period, **Greek Language Services** is responsible to find another teacher for your course.

6. Attendance and Assessment

Students are expected to attend regularly. In the event of absence it is the student's responsibility to find out what has been taught in the class in order to catch up as the tutor has to follow the book and the class has to progress accordingly. Assessment is continuous through active participation in the class and homework.

7. Holidays

There are three holiday periods: Christmas, Easter and Summer. No classes will take place during the Greek Easter Holy Week but this will not affect the number of lessons per term. At the beginning of the course, the teacher is responsible to provide all students with a detailed program for the whole term.