



THE HELLENIC CENTRE

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**MODERN GREEK LANGUAGE COURSES 2009-2010**

Day and evening Greek language courses from Beginners to Proficient level  
for groups and individuals by experienced, qualified teachers

**New term begins on Monday 21 September 2009**

Registration for all Autumn Term Courses to be completed by **Friday 11 September 2009**

No place is guaranteed unless you register by the specified date

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<b>TERM DATES &amp; HOLIDAYS</b>
<p><b>Autumn Term</b> 21 September 2009 to 18 December 2009 (13 weeks) <b>Christmas Holidays</b> 19 December 2009 to 10 January 2010 (3 weeks)</p>
<p><b>Winter Term</b> 11 January 2010 to 26 March 2010 (11 weeks) <b>Easter Holidays</b> 27 March 2010 to 11 April 2010 (2 weeks)</p>
<p><b>Summer Term</b> 12 April 2010 to 2 July 2010 (12 weeks) <b>Summer Holidays</b> 3 July 2010 to 19 September 2010 (11 weeks)</p>

## AUTUMN TERM COURSES TIMETABLE

DAY	TIME	AUTUMN TERM COURSES 21/9/09-18/12/09
Monday	12.30-2.00pm 6.00-9.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm	Grammar & Conversation* Certificate A Intermediate 2** Intermediate 3 Advanced 1 Advanced Conversation
Tuesday	12.30-2.00pm 6.00-9.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm	Beginners 1*** Certificate Level C Fast Track Beginners 1+2**** Beginners 3 Advanced 2
Wednesday	12.30-2.00pm 6.00-9.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm	Intermediate 1***** Certificate Level B Beginners 1*** Intermediate 1***** Intermediate Conversation*****
Thursday	12.30-2.00pm 6.00-9.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm	Advanced 1 Certificate Level D Fast Track Beginners 1+2**** Beginners 2 Intermediate 2** Proficient 1
Friday	12.30-2.00pm 6.30-8.00pm 6.30-8.00pm 6.30-8.00pm	Intermediate 2 Beginners 1*** Intermediate 1***** Reading & Writing Skills

- \* Grammar & Conversation is suitable for students who have completed at least Module 1 of the Advanced level. It enables students to revise core grammar through conversation.
- \*\* Students wishing to register for **INTERMEDIATE 2** must register for one of the following days: Monday 6.30pm or Thursday 6.30pm.
- \*\*\* Students who are **ABSOLUTE BEGINNERS** must register for **BEGINNERS 1** on one of the following days: Tuesday 12.30pm or Wednesday 6.30pm or Friday 6.30pm. Absolute Beginners wishing to do an intensive course have to register for Fast Track Beginners 1+2 (see note below).
- \*\*\*\* **FAST TRACK BEGINNERS 1+2** runs **TWICE A WEEK** (Tuesdays and Thursdays) and is suitable for absolute Beginners. In order to complete the course successfully students need to attend both days.
- \*\*\*\*\* Students wishing to register for **INTERMEDIATE 1** must register for one of the following days: Wednesday 12.30pm or Wednesday 6.30pm or Friday 6.30pm.
- \*\*\*\*\* Intermediate Conversation is suitable for students who have completed Intermediate 3 or can prove that they are at an Intermediate 3 level.

## **TERMS & CONDITIONS FOR ENROLMENT AND COURSE ATTENDANCE**

### **1. General Requirements**

All Hellenic Centre courses are for adults. To register for any of our courses you need to be 18+.

### **2. Payment**

- Fees are payable in advance and are exclusive of books
- Fees must be paid in full, ten days before the start date unless otherwise specified. Any enrolment received after the specified registration period is subject to a £5 administrative fee.
- No enrolment will be processed and no student will be able to attend classes until full payment is received
- 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.
- Concessionary fees apply only to the following: Hellenic Centre Members, OAPs, Full-Time Students, Westminster ResCard Holders, Registered Unemployed, Registered Disabled. Proof of identity is required.

### **3. 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.
- Fees will be refunded only if a written cancellation note is received **before** the beginning of the term. The following charges apply: £20 if cancellation note is received 15 days before the term commences, £30 if it is received between 15 days and the day before the term commences.
- Fees cannot be transferred to cover payment for a course in another academic year.
- If the Hellenic Centre cancels a course the full course fee will be reimbursed to the student.

### **4. Class size/placement**

- Our courses have at least 5 and at most 20 students. If fewer than 5 students have registered on the starting date, we reserve the right to cancel or postpone the course. Students however, have the opportunity to move to another course or to receive a full refund of the course fee.
- Changes from one course to another are only possible within the same enrolment period and only during the first 3 weeks of the term.
- Placement to a course will be determined by interview and test.
- If students insist in joining/remaining on a course which is not for their level, then they can do so at their own responsibility.

### **5. 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 covered in the class in order to catch up as the tutor has to follow the syllabus and the class has to progress according to the syllabus.
- Assessment is continuous through active participation in the class and homework. It is highly recommended that all students participate in the evaluation test at the end of the academic year.

### **6. Holidays**

There are three holiday periods: Christmas, Easter and Summer. No classes will take place during the Greek Easter Holy Week but that will not affect the number of sessions per term. The Hellenic Centre is also closed during English Bank Holidays. Classes falling on a Bank Holiday will be rescheduled.

<b>AUTUMN TERM COURSES</b> (21/09/09-18/712/09, 13 weeks)	<b>FEES</b> The following apply only if payment is received by 11/09/09	<b>FEES</b> (Payment after 11/09/09)
Beginners Intermediate Advanced Proficient Grammar & Conversation Intermediate Conversation Advanced Conversation Reading & Writing Skills	£110 £100 concessions*	£115 £105 concessions*
Fast Track Beginners 1+2	£205 £185 concessions*	£210 £190 concessions*
Certificate of Attainment	£175 £155 concessions*	£180 £160 concessions*

**£25 discount on the total fee if students apply for more than one course**

PLEASE NOTE THAT WE CAN ONLY ACCEPT CHEQUE, POSTAL ORDER OR CASH PAYMENTS.  
BANK TRANSFERS ALSO POSSIBLE.  
NO REFUND CAN BE MADE ONCE PAYMENT IS PROCESSED

\* Concessions apply to Hellenic Centre Members, OAPs, Full-Time Students, Westminster ResCard Holders, Registered Unemployed and Registered Disabled. Proof of identity is required.

## PRIVATE TUITION

Fees for private tuition are determined by the number of students, the location and the day of the tuition. The maximum number of students for private tuition is 2. Private tuition for more than 2 students could be considered. The student(s) has to book a minimum of 10 hours and pay for them in advance. Each block of hours booked has to be used within 4 months from the start date of the contract. A contract between the Centre and the student(s) specifies the terms and conditions of tuition.

Student(s) wishing to book a trial lesson have to pay the hours fee plus £30 administration fee. The administration fee is not refundable in the event they decide not to proceed with private lessons after the trial lesson.

Please note that no refund is available once a contract is signed and payment is processed.

NO OF STUDENTS	FEES PER HOUR	DAY	LOCATION
1 student	£30 £35 £40	Monday to Friday Monday to Friday Weekend	Hellenic Centre Student's house or workplace Student's house or workplace
2 students	£25 per student £30 per student £35 per student	Monday to Friday Monday to Friday Weekend	Hellenic Centre Student's house or workplace Student's house or workplace

Further information for Greek Courses on 020 7563 9831 or [greekcourses@helleniccentre.org](mailto:greekcourses@helleniccentre.org)