

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.