

General Terms & Conditions Part-time Day Courses

The following general terms and conditions apply to all Lexis School of Languages students. Along with the completed registration form, they form an agreement between you, the student and Lexis School of Languages.

They must be read, agreed and signed by the applicant or by the applicant's legal guardian, if the student is under 18 years of age.

(1) How to book your course	<ul style="list-style-type: none"> Complete a registration form, sign and date the school's terms and conditions and return these documents by post or email info@lexislondon.com together with the total fees payable. The total fees payable include your course fees and the registration fee. Part time course fees must be paid in full 5 working days before the start of your course All courses and fees are strictly non transferable British Council regulations require a copy of your passport; including your contact details in the UK. It is your responsibility to inform us of any changes immediately We will also request a passport sized photo 	
(2) Registration Fees	Part time courses £30 less than 15 hours p/w	<ul style="list-style-type: none"> Non-refundable Payable on registration by new students only
(3) Course Fees	Part time courses less than 15 hours p/w	<ul style="list-style-type: none"> Fees are applicable as per current tuition fees Fees are payable in full at least 5 working days before the start of a part time course Confirmation documents will be provided upon receipt of full payment
(4) What is included in your course fees?	Included: <ul style="list-style-type: none"> Placement Test End of Course Certificate Lexis Student ID Card Confirmation letters 	Not included: <ul style="list-style-type: none"> Accommodation Airport Transfers Exam Entry Fees Insurance (e.g. course cancellation, possessions)
(5) Promotional offers	<ul style="list-style-type: none"> Promotional offers are valid from the day of advertisement Discounts cannot be applied retrospectively to existing bookings 	
(6) Course Cancellations & Refunds	<ul style="list-style-type: none"> We can only authorise refunds to the person that originally made the payment and/or the same bank account from where they were received 	
	10 working days notice or more	<ul style="list-style-type: none"> If you wish to cancel, change or postpone your booking we will refund your course fees; less the registration fee paid (part time courses £30)
	Less than 10 working days notice	<ul style="list-style-type: none"> If you wish to cancel, change or postpone your booking we will deduct 20% of the total fees payable (i.e. your deposit) plus 2 weeks' tuition fees
	After your course has begun	<ul style="list-style-type: none"> No refunds are available should you wish to cancel your course after its commencement
(7) Course Extensions	<ul style="list-style-type: none"> These will only be given for absence of 5 consecutive days or more due to illness by providing a UK doctor's certificate No extensions will be given if you have to travel back to your home country for any reason 	
(8) Payment Details	<p>Sterling (GBP £) Account details Account Name: Lexis London Ltd HSBC Bank plc, North Finchley, London, N12 8JX, UK Sort Code: 40-05-07 Account Number: 91344366 IBAN: GB97 MIDL 400 507 913 443 66 BIC: MIDLGB 2141M</p> <ul style="list-style-type: none"> Cheques to be made payable to "Lexis School of Languages" and must be drawn from a UK bank account Payment must include all bank transfer charges and bank administration fees, if applicable. Credit card transactions are subject to a 3% surcharge Cheque payments are subject to a £1.50 surcharge 	

<p>(9) Holidays</p>	<ul style="list-style-type: none"> We are closed on public holidays (8 days per year) and there are no reductions or discounts in course fees for courses that include public holidays. Dates to be advised The school is closed for 2 weeks at Christmas, which must be part of your holiday entitlement The school is closed for 1 or 2 weeks at Easter, which must be part of your holiday entitlement You must give 2 weeks' notice to book your holiday. Please complete a holiday request form; available from the office or main school notice board You are allowed a maximum of one (1) holiday every 6 weeks you study Holidays in relation to course weeks booked as below: 6+ weeks: 1 week, 12+ weeks: 2 weeks, 24+ weeks: 4 weeks, 36+ weeks: 6 weeks, 48+ weeks: 8 weeks You are allowed to make one (1) class change every 6 weeks you study We will do our best to accommodate/ help you with your class change request and offer you the best alternative
<p>(10) Minimum Student Age & Class Sizes</p>	<ul style="list-style-type: none"> English for Adults: from 16 years old Standard classes: max 15 students
<p>(11) Attendance & Punctuality</p>	<ul style="list-style-type: none"> Our classes are scheduled to start promptly at the specified times according to the school timetable Students should arrive 10 to 15 minutes before their class is due to begin All students must arrive within 10 minutes of the start of the class. If you arrive more than 10 minutes after the scheduled start of your class, you will be marked as late on the register You must politely apologise for being late and ask your teacher if you can be admitted to the class. It is at the teacher's discretion to allow late students to be admitted at an appropriate part of the lesson Part time courses: All our students must attend at least 90% of their course. The school must be notified at your earliest convenience if you are absent from class (info@lexislondon.com/ 0208 346 9802). If a student is absent for more than 2 consecutive weeks without notifying the school, their course will be terminated and no refunds or extensions will be granted
<p>(12) The school reserves the right:</p>	<ul style="list-style-type: none"> to rotate teachers, change, move or close classes to use students' photographs for marketing purposes Please tick here if you would prefer us not to use any photos of you in any of our promotional material <input type="checkbox"/> to change its published prices, school timetable and promotional info
<p>(13) Conduct & Behaviour</p>	<ul style="list-style-type: none"> You are expected to behave in a polite, civilised manner at all times when on school premises or on class/ school visits. If your behaviour is deemed unsatisfactory, we will terminate your studies with no refund or course extension
<p>(14) Liability & Damages</p>	<ul style="list-style-type: none"> The school cannot accept liability in any case of illness, accident, loss or damage to personal effects or property on school premises or on class/ school visits Students (and their parents/ guardians, if the student is under 18 years old) are liable for any damage they cause on school premises or on class/ school visits
<p>(15) Queries & Complaints</p>	<ul style="list-style-type: none"> We are keen to help you should the need arise. In order to help you effectively you must bring any queries or complaints to our attention immediately. Queries or complaints cannot be accepted retrospectively
<p>(16) Students rights</p>	<ul style="list-style-type: none"> You are entitled to advice and support from all Lexis staff It is our responsibility to take reasonable steps to keep your data safe and protected in accordance with the 2000 Data Protection Act. Under the Freedom of Information Act 1998, you may request to see information we hold about you We will not disclose any of your private information to any 3rd parties to safeguard your privacy Your statutory rights are not affected by the above conditions. This Agreement is governed by English Law

All students must abide by the above terms and conditions

Name Signed

Date (BLOCK CAPITALS) (if under 18, parent or guardian must sign)