

# CZECH LANGUAGE COURSES WITH CZECHTRANS LTD.

## TERM AND CONDITIONS

### CANCELLATIONS AND REFUND POLICY

#### Changes to advertised courses

We reserve the right to change course tutors from those advertised and to cancel classes or close them if necessary. The listed courses or courses on request will take place if there are six or more students, in which case concessions as listed above are applicable. If there are fewer students we might consider running the course(s) but the price will depend on the number of students and there will be no concessions available.

#### Refunds

We are committed to ensuring that each listed course takes place. We will refund your fee if the course is cancelled or closed due to an insufficient number of students or for any other reason beyond our control and no alternative is available.

We will refund your fee provided your written request is received at least a week before the course is due to start.

Our classes are planned for a limited number of students. For this reason we regret that fees are not refundable once the course has started and that no partial refund can be granted for classes not attended. CZECHTRANS cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance.

### FEES

There is either a standard (full) fee or a reduced (concessionary) fee.

You are eligible to pay the reduced fee when you provide us with evidence for one of the below:

- 1) You receive income-based benefit / Jobseeker's Allowance
- 2) You are over 65
- 3) You are a full time student

At the time of enrolment, your evidence must be dated within the last 6 months and show that your benefit claim is on-going. (allowance appointment booklets are not valid evidence). To claim a reduced fee you must provide appropriate documentary evidence at the time of enrolment. If it is not available at this time, you will be required to pay the fee in full. You must provide evidence of your situation each term to claim a reduced fee, although over 65s need only provide it once. The documents can be scanned and sent to [info@czechcentre.org.uk](mailto:info@czechcentre.org.uk).

Exam fees and course books are not included in the course fee. The course price is set for each term and is valid also for students joining the course at later stage. We regret that we cannot accept payment of fees by installment. We reserve the right to refuse admission.

Payment can be made via online card payment to CZECHTRANS LTD.

Please note that due to limited places on each course, enrolment runs on a first-come first-served basis.

#### **DATA PROTECTION**

Your personal information will be at no time passed to other organisations for marketing or sale purposes.