



LANGUAGE CLASSES TERMS AND CONDITIONS

5th of October 2020 – 28th of May 2021

REGISTRATIONS

A registration is completed when:

- The **Google form** is successfully submitted by the 21st of September 2020
- The **participation costs** are paid in full
- A **confirmation email** is received by admin@home4cooperation.info

PARTICIPATION COSTS

The total **participation fees** for the whole academic year, are the following:

- A1.1 – €270*
- A1.2 – €270*
- A2.1 – €280*
- A2.2 – €280*

* The price covers the registration and stationery costs for the offline classes, which include all the handouts and stationery given by the instructor throughout the course (applicable only to physical classes at the H4C) and platform licensing expenses (applicable for the online classes).

PAYMENTS

The full amount of the participation costs is payable **in one instalment** by the 21st of September 2020, and it is **non-refundable**.

Payments can be made in the following ways:

1. Via **Pay Pal** using the following link: <https://paypal.me/homeforcooperation>
2. Via **Bank transfer** at the following account:

BANK OF CYPRUS
ACCOUNT NUMBER: 357013665902
IBAN: CY69002001950000357013665902
SWIFT CODE: BCYPCY2N

IMPORTANT DATES

The Language courses will start on the 5th of October 2020 and finish on 28th of May 2021.

The course will have two term breaks on the following dates:

- From 21/12/2020 until 3/1/2020
- From 23/4/2020 until 9/5/2020

OTHER TERMS AND CONDITIONS

- If a student misses a class, it is their responsibility to catch up. If there is a request for a 'private catch-up class', it is up to the instructor's discretion to offer one, and they will be on a strictly voluntary basis on the instructor's part.

- Instructors have the sole responsibility for notifying the H4C Team for any possible cancellation, as well as notifying their students at least three days in advance. In the event of an emergency students and the H4C Team should be notified over the phone at least three hours in advance. This cannot happen consecutively. If something urgent happens, there needs to be a valid reason.
- Instructors have the right of discretion to accept or refuse students, however the H4C Team must be notified of this decision and the reason.
- Students are obliged to give out the timesheet every lesson.
- Instructors are responsible to begin and finish their class on time. If for any reason there is a delay, the class can be continued in the café, so that the next class can start promptly.
- Instructors should arrive at their classes at least ten minutes before the beginning of the lesson and are responsible to leave the room in a clean and tidy state.
- If students wish to cancel/skip a class because of a public holiday, then all students need to agree with their instructor and arrange for the class to be replaced at the end of the course.
- H4C Language classes will follow the Common European Framework of Reference for Languages (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp)
- The minimum number of registrations per class is 6 students, and the maximum 8.

COVID-19 PROTECTIVE MEASURES

- To ensure all safety distances are maintained, the maximum number of students in the classes taking place at the Home for Cooperation is 6. This allows for one desk per student, and 2m distance between participants.
- Hand sanitizer will be available at the room's entrance, and all participants are asked to use the hand sanitizer when entering and before leaving the room.
- All surfaces will be disinfected in between classes, and the room will be properly ventilated.
- Students and instructors must stay home if they have any symptoms, i.e. cough, fever, chest pain, or in general feeling unwell.
- Students and instructors must inform the H4C Team if they are tested positive for Covid-19, or if they are in close contact with an individual tested positive, within 24 hours of their knowing.
- If due to new protective measures against the coronavirus the physical classes cannot be carried out, all classes will be completed online at their dedicated day and time.

Thank you!