



THE LANGUAGE CENTER
Ichibani Business Center
Z.A. La Pièce 1 - Bâtiment A5
CH - 1180 Rolle
www.thelanguagecenter.ch
admin@thelanguagecenter.ch
TEL: + 41 (0)79 926 4717

ENROLMENT FORM

Contract between the following parties:

First party: The Language Center, Mr Phillip Jacklin

Second party:

Last name		First name	
Legal guardian (child under 18)		Date of birth	
Address			
Town/City		Postal code	
Private Tel Number		Work Tel Number	
Email address			

How did you hear about our school?	
What are your objectives?	
How quickly were you hoping to reach your objectives?	

Course details

Payment details

Start date

End date

Comments

Terms and conditions

1. GENERAL POLICY

1.1 Fees are effective from 01/01/2019 and are payable in advance.

1.2 Payments by card, cheque, cash or bank transfer are accepted.

1.3 Full payment must be received at least 7 working days before the start of the contract. We reserve the right to cancel lessons if payment has not been received in due time.

1.4 Fees are inclusive of textbooks. One textbook per student will be given for Group classes, two textbooks per student for Individual classes.

1.5 A free evaluation/advice service is provided at The Language Center to help you decide which course is best for you.

1.6 The Language Center is closed on Bank Holidays. These dates have been accordingly integrated within the planning of your contract.

1.7 All classes within a contract of 21 hours or less must be used within 6 months starting the first day of the contract.

All classes within a contract of 22 hours or more must be used within 12 months starting the first day of the contract.

Any unattended classes within these time frames will be lost.

1.8 Policy for cancellation/transfer to another course

Before the start of the contract: requests for cancellations and transfers must be received in writing.

Cancellation – The following charges will apply:

– 80CHF if the written request is received more than 10 days before the first day of the contract. The remaining amount will be refunded within 1 month.

– 30% of the total course fee if the written request is received less than 9 days before the first day of the contract. The remaining amount will be refunded within 1 month.

Transfer – The written request must be received less than 9 days before the first day of the contract. Should a student request a transfer to another course, an administrative fee of 55CHF will be charged; transfers are subject to availability, and only within the same enrolment period.

Once a contract has started: fees cannot be refunded, and no partial refund can be granted for classes not attended. The Language Center cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance. Should a student request a transfer to another course, an administrative fee of 55CHF will be charged; transfers are subject to availability, and only within the same enrolment period.

1.9 As part of our service to help you further enjoy the culture as well as the language, all our students at The Language Centre are entitled to our Conversation Clubs ([please see our page Conversation Clubs for more details](#)).

1.10 There are 3 types of Group classes: Adult classes, Teenager classes and Kid classes. Adult classes are only for learners aged 18 and over.

1.11 We reserve the right to refuse admission or require students to leave the premises without a refund if they:

- behave in an anti-social or threatening manner towards anyone on the premises;
- bring alcohol or illegal substances to the premises;
- enter the premises under the influence;
- breach the non-smoking policy on the premises;
- put the safety of our other students, our employees or our property at risk.

1.12 The Language Center is not responsible for any damaged, lost, or stolen personal items left unattended on our premises.

1.13 The duty of care applies only while the students under 18 are on the school premises during their classes. The Language Center declines any responsibility if parents do not accompany their children before and after classes.

2. GROUP COURSE POLICY

2.1 Students sponsored by their employer must supply an official order form from the company stating that the employer will be responsible for the payment of fees. An invoice will be issued upon presentation of the order form.

2.2 We reserve the right to cancel classes with less than 3 students up to 2 business days before a course is due to start. We reserve the right to cancel classes with less than 3 students, if these classes have been running for more than 7 weeks.

2.3 A refund of the course fee paid will be given if The Language Center is unfortunately obliged to cancel or close a course due to an insufficient number of students, or for any other reason beyond our control. No other cost except the course fee will be refunded, and the refund will correspond to the portion of the classes not taken. The refund will be made within 1 month.

2.4 Unless otherwise specified, our courses are limited to 10 students per class.

2.5 Tuition fees based on pro rata basis are not permitted.

2.6 Group courses are not transferrable to Individual courses.

2.7 Any unattended classes will be lost.

3. INDIVIDUAL COURSE / ONLINE COURSE POLICY

3.1 Policy for cancellation/change of schedule for Individual courses: in order to ensure optimal service to our students, it is necessary for us to schedule all individual lessons ahead of time. Absences can be scheduled at the time of the signature of the contract, and in this case, they will not be subject to any additional fees. Once the contract has been signed, each request to change the schedule of an individual lesson is required at least 48 hours before the lesson (business days only), otherwise the lesson will be forfeited. Any change is subject to availability.

3.2 Once the course has started, a maximum of 20% of the total number of contracted lessons can be rescheduled, without fees. If the changes exceed these 20%, fees of 100CHF will be applied for a complete change of schedule, or 55CHF per change. However, in case of *force majeure*, and with a proof of a medical certificate and/or a police certificate, these fees will not be charged.

3.3 Policy for cancellation/change of schedule for Online courses: at least a 24-hour notice (business days) is required before the lesson is due, otherwise the lesson will be forfeited. Any change is subject to availability.

Rolle, date:

Signature preceded by the words "I have read, understood and accepted the terms of the contract"

..... / /

By ticking this box, I agree to receive promotional communication(s) and newsletters of The Language Center (exclusively). For your information: we do not sell or rent your information to third parties. We do not share your information with third parties for marketing purposes.