



Terms & conditions - Private tuition

1 - Registration procedure

- 1-1 Read the present terms and conditions and accept them by dating and signing.
- 1-2 Pay all of the backside-mentioned fees.

2 - Financial conditions

- 2-1 - Payment:** Attending private tuitions at the CFO requires paying the following fees:
 - 2-1-1 Full payment of packages of hours is required at reception on the day of request.
 - 2-1-2 The handbook, if needed, will be at extra costs for the student.

2-2 - Reimbursement

- 2-2-1 Payments must be made at reception. No payments to be made directly to the teacher.
- 2-2-2 No reimbursement of the fees is possible after attending the second class.
- 2-2-3 In case of medical reasons or studies abroad (duly justified upon presentation of proof), the remaining amount of the package is refundable or transferable to a group course registration during the same year of registration.

3 - Validity of packages

Private tuition packages have a validity of 3 months as CFO cannot guarantee the availability of the same teacher after a 3-month period.

4 - Postponement and cancellation of a class

4-1 **In case of postponement**, the teacher and the student must get in contact directly with a minimum of 3 hours' notice prior to scheduled time. The student and the teacher will decide together another schedule.

If the student postpones or does not inform the teacher of his/her non-attendance within a time-frame lower than the above-mentioned one, the student will be charged the complete amount of the tutoring session.

4-2 **In case of illness or incapacity of the student or the teacher** preventing the student from attending the class, there will be no charges applicable to the student. The teacher and the student will rescheduled the class.

4-3 **In case of late arrival of the student or the teacher**, the teacher and the student are encouraged to stay in contact and inform about the delay. Depending on both the student and the teacher's schedules, the class can be delayed or postponed.

5 - Insurance & Security

- 5-1 Health, accident and third party insurances are at the client's cost.
- 5-2 After the class, students below 18 are under their parents' responsibility. Parents of students below 18 are required to pick up their children inside CFO, as the latter are required to stay there until their parents arrive.

Enrolment is subject to approval by CFO and no dispute will be entered into should enrolment be refused or discontinued. CFO reserves the right to discontinue tuition for any reasonable cause. CFO reserves the right to assign teachers, depending on their availabilities.



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