



Terms and Conditions

We operate a Registration fee to cover the cost of administration and a Tuition fee to cover the cost of teaching.

1. Registration

There is a standard Registration fee, which is not refundable under any circumstances. This is designed to accept your request for a place in the School and, once received, the appropriate administration will be undertaken.

2. Tuition fee

This is payable before the start of the course on the specified date (normally one month before the starting date) in order to guarantee your place in the School. No place is guaranteed until the fee is received.

We do operate a waiting list and if we receive your request for a place i.e. receiving Application Form and Registration Fee, after a class is fully allocated, you will be assigned a place on this list. If a vacancy arises, we will notify you to see if you wish to accept the place and at that time the Tuition fee becomes payable.

For one to one lessons, monthly schedule is agreed between the school and the student. Tuition fee is payable 15 days before the start of the following month.

3. Late Starters

For any student who wishes to register after the start of term, the Tuition fee due is payable on a pro rata basis.

4. Tuition Fee Refund Policy

The Tuition fee may be refunded in part, according to the following policy, which is designed to allow the student two weeks when they first join the school to decide whether they wish to continue their studies or not:

- For any newly registered student who notifies the school in writing by a letter which is received before the end of week 2 of the term that they wish to discontinue the lessons, then the Tuition fees that have been paid but not incurred will be refunded.
- Should any student decide to discontinue lessons after the end of week 2 of term, no refund of Tuition fees will be made under any circumstances.
- To cancel one to one lessons, a minimum of 48 hours advance notice prior to the anticipated start of the lesson is required, in which case no fee is charged. If a lesson is cancelled within 48 hours, the tuition fee is still payable.

5. Book Fee Refund Policy

Fees paid for books are non-refundable although we would be happy to assist parents to sell them second hand, without obligation.

6. Library Fee Refund Policy

The Annual Library fee of 10 GBP is not refundable under any circumstances. This goes into Special Event Team's account and used towards the benefit of students in the school in different social events or purchase new books for the Library.

7. Lunch Time Activities Fee Refund Policy

The Lunch Time Activities fee is charged on a term basis. Fee can be paid after the trial session. The fee is not refundable. The Lunch Time Activities Manager is responsible for the explanation of the policy.