

## **TERMS AND CONDITIONS**

### **Enrolment / Registration**

To reserve a place on a language course the total fees must be paid, in full, two weeks prior to the commencement of the course. Student will receive payment confirmation by email.

Due to changes in currency rates, we may change our prices, if necessary. However, no change will be made to the price of a course once full payment has been made.

### **Lessons**

Lessons are held from Monday to Friday and can take place anytime from 9.00 am until 9.00 pm. Lessons times schedule must be agreed with the teacher. Lessons are not held on "New Year holiday" (1-2 January). One lesson is 45 minutes. After each two lessons 5-10 min "coffee break" must be followed.

If the student can't attend next lesson, he/she must inform the instructor at least 1 hour until the beginning of lesson. In case of cancellation of lessons, the class is carried over to another day (if this is possible) or on Saturday with the agreement of the instructor.

Student can take in one day maximum 5 lessons per course. The School maintains the right to substitute or replace a teacher in case of necessity without prior notification of the student.

### **Absence and course interruption**

Registering for a course means that you commit yourself to regular attendance. You cannot claim a refund if you miss classes or if you decide to drop your course (this excludes absence for proven medical cause on presentation of medical certificate). You cannot claim a refund, if you decide to stop your course and/or your stay in Georgia.

### **Behaviour**

The student is required to observe the laws of Georgia, maintain appropriate behavior befitting a place of study on School premises and boundaries, not to use or consume drugs or alcohol on school premises, and treat the property of the school with care, should maintain the cleanliness in the classroom. If damage is inflicted upon School property by the student, he or she is obliged to fully compensate for the loss. Should a student show signs of any abnormal behaviour or bad intentions, LTC Georgia reserves the right to exclude him or her from the school at any time.

### **Insurance**

LTC Georgia declines all responsibility for thefts, damages or losses. Both parties agree that LTC Georgia will

not be disturbed for those matters. Before arriving in Georgia you must verify your personal insurance.

### **Use of photographic material**

LTC Georgia may take photographs of students in order to illustrate its brochure or web-site.

### **Cancellation**

Should you be unable to attend due to medical or professional reasons (a medical or professional certificate must be sent to us by express mail) your stay will be postponed for up to a period of 12 months after the reception of the certificate. Refund possible under stated sales conditions.

For all other cases :

Should you cancel your stay over 14 days in advance, LTC Georgia will refund you 90% of the fees paid, minus bank transfer costs. Refunds are made only by bank transfer.

Should you cancel 5 to 10 days before your starting date LTC Georgia will refund you 60% of the fees paid, minus bank transfer costs. Refunds are made only by bank transfer.  
Should you cancel from one to 5 days before your starting date LTC Georgia will refund you 30% of the fees paid, minus bank transfer costs. Refunds are made only by bank transfer.  
No refund after the first date of your stay.  
Should the school be obliged to cancel your course you will be refunded in full. No bank or administrative fees will be charged to you.

## **Accommodation**

Accommodation is available from the Sunday evening before the beginning of the course to Saturday morning after the course. Different arrival or departure days must be confirmed to the school and will involve an additional charge.

The school is only a linguistic intermediary between students and landlords and cannot be directly responsible for the relations between them. However, you will be assisted by a member of our staff in case of problems.

Please inform the school (by phone or email), at least four days before your arrival, of your estimated time of arrival. If you arrive a day earlier, or if you want to stay a day longer, get in touch with the school. Bed-linens are provided, but you need to bring your own towels. The money paid for accommodation is not refundable in case of cancellation or in case you leave the house before the reserved period.

The student retains the right to prolong his or her stay in preferred apartment, having informed the School administration of their desire in written form. In the case of a previously made reservation for the same apartment by another student, the student prolonging his or her stay will be offered an alternative option within two working days from the moment of receipt of the request.

## **Airport Transfer**

We also provide a personal transfer service from Tbilisi International airport to your accommodation. If you would like the school to arrange a transfer, please send us your arrival information (date and time of arrival and flight). If booked with accommodation, airport transfer is free of charge.

## **Excursions**

Tbilisi city sightseeing excursion is included into a program booked with accommodation free of charge. Excursions outside of Tbilisi can be organized on demand with additional cost.