

Terms and Conditions Lexis Amsterdam

1. General

Lexis offers language courses both for adults and kids. Like any other service, in spite of our best efforts the information in this website may become out of date over time. Nothing on this website should be construed as the giving of advice or the making of a recommendation and it should not be relied on as the basis for any decision or action.

2. Groups & Payment

Fees are payable in advance and are exclusive of the books. Fees must be paid in full 1 week before the 1st lesson unless otherwise specified. Once payment is received your place is guaranteed and you are expected to turn up on the first day of your course. Payments are accepted via bank transfer or in cash. Students register for a block of lessons unless otherwise specified.

The prices announced at www.lexisamsterdam.nl apply for a group with a minimum of 5 people. In case of a smaller group the prices will be a bit higher or Lexis will cancel the course and full course fee will be reimbursed.

3. Private lessons & Payment

Students will receive a personal contract before the start of their tailor-made course. The private lessons are different from the group lessons and the payment conditions will be written on their contract.

4. Cancellation & Refunds

Students are advised to consider carefully their circumstances and personal commitments before enrolment as no cancellation or refund will be possible once the term commences.

Once a course has been confirmed, it can only be cancelled in writing (letter or e-mail). In case of cancellation up to 1 week before commencement of the course, the course participant will receive an invoice for EURO 50,00 (registration and administration costs). In case of cancellation within one week of commencement of the course, 50% of the course fee is payable. The course fee remains payable in full, in case of non attendance or dropping out during the course. Fees cannot be transferred to cover payment for another course.

The course can only be taken by the undersigned. Lessons are not transferable to someone else.

If Lexis cancels a course the full course fee will be reimbursed.

5. Class Size/Placement

Lexis' courses have a minimum of 5 and a maximum of 12 students. If fewer than 5 students have registered on the starting date, you will discuss with your teachers about the possibilities. Changes from one course to another are only possible within the same enrolment period. Placement to a course will be determined by a private consultation. In case your teacher cannot attend the lessons for some period, Lexis is responsible to find another teacher for your course.

6. Attendance & Assessment

Students are expected to attend regularly. In the event of absence it is the student's

responsibility to find out what has been taught in the class in order to catch up as the tutor has to follow the book and the class has to progress accordingly. Assessment is continuous through active participation in the class and homework.

7. Schedule

At the beginning of the course, the teacher is responsible to provide all students with a detailed program for the whole course.

8. Image Use

Lexis may take photos and videos of the students for inclusion in promotional material (brochures, websites, etc.) unless the student has explicitly communicated an objection to this upon enrolment.

Lexis, or its licensors, own all intellectual property in any work published either on its website, hardcopy hand-outs and digital works shown or provided to the students. The students shall not be allowed, without the prior written consent of Lexis to copy, distribute, or use the materials in any other way as strictly necessary for successful completion of the course.