



### **PRIVATE LESSONS REGULATIONS**

The Hellenic American Union (HAU) offers (prospective) students the opportunity to attend private lessons, adjusted to their schedule and needs. Lessons are offered at the HAU premises in the time slots that fit students' needs and have been agreed upon before the beginning of the lessons. More specifically:

- The timetable with the sessions is given to the guardian(s) of the student/student upon registration and the total amount of teaching hours is determined after consultation with the Academic Team, depending on the goals of each student, their level of English and the teacher's availability.
- The total number of teaching hours that has been predetermined can only increase if necessary after discussing with the guardian(s) of the student/student but under no circumstances can it be reduced.
- A teaching hour spans 60 minutes. In case the guardian(s) of the student/student wish(es) to have a break, then this will be deducted from the total lesson duration.
- Students must be punctual, as the starting time of the lessons is fixed. Lessons cannot be transferred, made up, or rescheduled in the event of late arrival.
- In case a lesson is cancelled, regardless of the reasons for cancellation, the HAU must be notified in advance (*at least 24 hours before class*). Otherwise, the missed teaching hours will be deducted from the total number of predetermined hours.
- In case the HAU is responsible for the cancellation of a lesson, then this will be rescheduled based on the teacher's and student's availability.
- Under no circumstances are students allowed to contact HAU teachers to arrange classes at home or outside the premises of HAU.

### **FINANCIAL (TERMS &) CONDITIONS**

Tuition fees can be fully prepaid or paid in installments (in this case a written payment agreement is signed upon registration).

In case of failure to complete the customized program, for which HAU is not responsible, the guardian(s) of the student/student must pay the tuition fees in full based on the written agreement signed. Therefore, if a student stops attending, no refund will be made of any amount paid either in full or partially.