



HELLENIC AMERICAN UNION

An educational public charity

# NEW Modern Greek Language Program 2021-2022



**HELLENIC AMERICAN UNION**

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Our program has been accredited by CEA and ISO.



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## REGISTRATIONS

Students can complete their registration in their preferred schedule at the Registration Office, provided there is course and seat availability either onsite or online as described for hybrid/flex(ible) courses. Students who have successfully completed a course are entitled to priority registration for the next course scheduled to run. All new students must take a placement test in order to register in the appropriate course based on their performance.

## PROGRAM AND AGE GROUPS

Students who wish to register for any of the Modern Greek Courses must be over 17 years of age, or attending the 2nd grade of High School.

## PLACEMENT TEST

The placement test is offered either onsite or online. Tests are administered on the Hellenic American Union premises on weekdays throughout the calendar year upon appointment. Test scores are valid for one calendar year.

Our Academic Team will check the placement test as soon as possible and inform prospective students of the results. Should the prospective student wish, they may ask for additional clarifications regarding their performance. However, it should be noted that the original test will remain at the Hellenic American Union and neither the original nor a copy will be returned or e-mailed to candidates.

## COURSE ENROLLMENT

The placement test assesses candidate's oral and written discourse comprehension, written discourse production and knowledge of grammar structures and vocabulary. An oral interview might also take place, if needed.

The placement test fee is deducted from the tuition fees upon registration.

In case a prospective student fails to complete the test, their assessment will be based on the answers they have provided.

Past students who have interrupted their studies for a period greater than two academic semesters must re-take a placement test before enrolling.

New students with no knowledge of the Greek language are placed in the Course A1 without a placement test.

In order for the students to achieve their academic goals, they need to enroll in courses per level, in the order indicated by the program of studies. Changing or skipping levels is not allowed. On rare occasions, and with the consent of the teacher and the Academic Team, if a student fulfills the relevant requirements, they can take a placement test to skip a level. In that case, the relevant fee will be paid to the Registration Office, and that fee will not be deducted from the tuition fees. Taking the placement test does not necessarily mean that the student will be placed at a more advanced level, unless the results are satisfactory. The final decision lies with the Academic Team and is irrevocable. Test results, scores or commentary related to the test performance of potential students cannot be e-mailed to candidates. Finally, as in every test procedure, the students are notified about their results, but neither these nor a copy of the test are sent to them.

## TUITION FEES / REFUNDS / DISCOUNTS / COURSE CANCELLATIONS / DROPPING OUT / REPEATING COURSES

- Upon their registration, students can pay the tuition fees in full, in cash or by credit card. Alternatively, they can sign a written payment settlement for tuition installments. Moreover, it should be noted that there is no registration fee for the Modern Greek courses.
- Students who inform the Registration Office before the third class session that they will be unable to continue, are entitled to a 50% refund by presenting their receipt, provided they have paid the entire amount of tuition fees. In case a student decides to stop attending after the third class session, they must pay the tuition fees in full based on the written settlement they have signed. No refund will be made to any amount paid either in full or partially if the student stops attending after the third class session.
- Particularly for hybrid/flex(ible) classes, students have to pay the tuition fees in full if, despite having been duly informed about the necessary equipment before registering, they then encounter equipment and connectivity issues which may prevent them from attending classes without obstruction. Issues of this sort cannot be addressed by the IT Customer Support that the HAU provides specifically for its students but are rather a matter to be addressed by the students themselves and their Internet providers. Therefore, under no circumstances can the aforementioned issues be grounds for a refund or a discount in tuition fees.
- It should be noted that there is no financial difference in the cost of educational services offered onsite, online, or asynchronously (in the form of uploaded material which is closely monitored by the teacher). Therefore, if extraneous circumstances (e.g. preventive safety and public health measures) force the HAU to conduct lessons fully online, there will be no financial difference or (partial) reduction or tuition refund.
- The minimum number of students per course is 8. In case a course is cancelled due to an insufficient number of enrolled students, the student is entitled to:
  - transfer tuition fees into the next academic semester only once. Any paid tuition fees will be used to offset those of the new course, if needed.
  - attend another course, as suggested by the Academic Team. In this case, there might be a financial difference to be settled with the Registration Office.
  - request a full refund of the tuition fees paid. The placement test fee will not be refunded.
- In case a student drops out, they can re-register for the same level and attend the corresponding program in the following semester. Any decisions regarding transferring part of the tuition fees or deducting it from the current tuition fees of the next semester are examined individually by the Division of Financial Services of the Hellenic American Union, and the final decision cannot be challenged.
- In case a student needs to repeat a course due to low performance or a large number of absences, they must pay the entire amount of the course tuition fees as those are defined for the period they plan to attend.

## TIME SCHEDULE

Modern Greek Courses start 10 minutes after the scheduled start time.

## SCHEDULE CHANGES

Upon their registration, students choose the dates and time slots for the course they wish to enroll in. No course or schedule changes are allowed after a student has registered. However, a permanent course change can be made if there is a major professional or other reason, provided there is an opening in another course offered on another day and time. This can only be allowed after consulting with the Academic Team and the Registration Office. Irregular course attendance on different days and times is not allowed.

## ADVANCEMENT IN THE NEXT LEVEL / REPEATING A COURSE

All students must have an overall score of 70% or higher in order to successfully complete the course and advance into the next level. If that condition is not met, the student will have to repeat the course or follow another suggestion as indicated by the Academic Team. During that evaluation process, the teacher submits the student's midterm and final test grades, as well as any grades from class participation, projects and essays. The final decision lies with the Academic Team and is irrevocable.

It should also be noted that all absences are documented regardless of the reason of absence. Students arriving in class with more than 20 minutes of delay will be marked absent for the entire hour, and all absences are counted on an hourly basis and not per lesson. Students are not allowed to exceed the permitted number of absences which is

20% of the overall hours of the program, nor to omit the completion of the asynchronous component of the course (where relevant) in which case, they will not continue to the next level. However, if the student's performance has not been affected by those absences, then the issue will be examined individually. The final decision lies with the Academic Team and cannot be challenged.

It should be noted that in Modern Greek courses, the option to repeat a course is provided to students who wish for it in order to better consolidate the material taught even in cases where their performance is sufficient to promote them to the next level. Although there is typically no limit to the use of this option, it is strongly recommended that the number of repeating courses be limited to one additional time only.

The total study time of a student is derived from the total number of course hours they must attend based on the results of their placement test. Indicative scenarios of study schedules are available in the leaflets for Modern Greek Courses. In addition, detailed information on the progression to each level is provided in the Student's Guide.

## PROGRAM AND POLICIES ON MAKING-UP CLASSES

Lessons have a start and end date as defined by the course schedule and are not counted on an hourly basis. Public holidays, as defined by the Ministry of Education, have already been included in the program and classes on those dates will not be rescheduled. Classes that have been cancelled due to circumstances beyond the control of the Hellenic American Union are not made up and tuition fees are not refunded. In case a student exceeds the permitted number of absences due to serious health, or other reasons, they can attend, upon agreement with the Academic Team and teacher, special support lessons so that they can integrate smoothly into the class upon their return.

### COMMUNICATION WITH TEACHERS AND PERFORMANCE CARDS

✓ Initial meeting during the first class session regarding the course goals and the students' obligations

✓ Establishing the means of communication with the teacher (usually by exchanging email addresses) so that the teacher can send homework and other material to the student in case of absence

✓ During the last session (with the exception of Workshops), each student receives the Performance Card of the academic trimester, semester, or year along with comments regarding their performance. In 3-month and 6-month long programs particularly, each student receives a Letter to the Student and the Student's Guide where they can see in detail their options for the next course based on their goals and their performance

✓ An extraordinary meeting (face-to-face or online) with the teacher and/or with the Academic Team can be arranged upon request

## ORDERLY CONDUCT

- The Hellenic American Union reserves the right to refuse registration to anyone who disrupts the smooth conduct of the lessons.
- Students who are caught cheating during any written test and fail to comply with the teacher's/proctor's warnings will be disqualified on that particular test.
- Students who hand in all or part of a project that has been plagiarized will be disqualified on that particular project.
- The Hellenic American Union does not allow the use and distribution of printed material of any kind without the approval of the Academic Team.

- The use of photocopied books is not allowed.
- Filming and/or recording all or part of a lesson without a written consent from the Hellenic American Union is not allowed. Special rules are in place for hybrid/flex(ible) classes (see Student Conduct Regulations).

## COMPLAINTS

Students should discuss any issues with their teacher first. In case an issue does not fall under the teacher's jurisdiction, then the student should contact the Academic Team via email, phone, online or in person by appointment. Alternatively, the student can fill out the "Student Complaint Form" that can be found in a special box in the Library (22 Massalias str., 4th floor).



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