



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 course. 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 amount 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 duration of the lesson is fixed and cannot be transferred, made up, or rescheduled because of the student's late arrival.
- In case a lesson is cancelled, regardless of the reason of cancellation, the HAU must be notified in advance (*at least 24 hours before class*). Otherwise, the teaching hours that were missed will be deducted from the total amount of hours that have been predetermined.
- 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, but will certainly not be missed.
- Under no circumstances are HAU teachers allowed to contact students 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 to any amount paid either in full or partially.