



## REGULATIONS

Taking into account that we are in a study centre, we will try to keep the proper behaviour to reach our final goal, the FINAL PASS, the one is got with an optimate silent environment. In order to get it, it will be necessary to follow some regulations related to different aspects, avoiding thus misunderstandings and making the development of the correct functioning of the centre easier.

**Respect:** there is no point in being an exceptional student if we are not able to be a good example for ourselves and our classmates, teachers and personnel. Therefore, we have to deal people in the most respectful way to get the same towards ourselves.

Respect furniture and facilities to avoid damages and help to good order.

Use of mobile phones: it is not allowed the use of mobile phones in the centre and of course, in class unless it is necessary for the subject.

**Timetables:** the centre will be open from 10.00am to 1.00pm and from 5pm to 7pm to administrative issues and the schedule for lessons will be from 9.30am to 1.30pm and from 4pm to 9pm, from Monday to Thursday and Fridays in the mornings. **We will be guided by the school calendar**, in other words, the study centre will be closed the same days as school and high school. In an exceptional way, the centre could be open on Saturdays and holidays, when it will not affect the timetable of the rest of the courses (infant, primary, secondary, bachiller and language lessons).

**Payments:** it is compulsory to pay a deposit of a monthly payment that will compensate the last month of class (June), on the condition that the person has not missed any other month and has paid all the monthly payments. The deposit is not refundable; it only compensates the month of June.

Missing lessons, no matter the reason, will not give the right to any discount or not paying the monthly payment.

The payment of the bills will be monthly, from the first to the fifth day of each month, in advance. The student who has not paid the bill on the stablished date could not get into the classroom with his/her classmates unless he/she speaks with reception.

Students have the obligation to pay the monthly payment in its entirely although they do not attend lessons. In case of not attending lessons, students lose the deposit. In addition, they should warn in advance with a minimum of 10 days to avoid losing the deposit. If a student leaves

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and wants to come back later, he/she would have to pay a monthly payment that will be the deposit for June.

Although the enrolment is done on any day in a month, the monthly payment will be paid in its entirety.

Bills are paid monthly regardless the enrolment day.

In case of private tuition, lessons will be paid in advanced and they will be charged if students do not warn about the cancellation with a minimum of 24 hours in advance.

**Payment of intensive courses:** the payment of bills for intensive courses will pay the whole amount. We give the possibility of paying it in two times, but if any inconvenience arises and the student cannot continue in the group, he/she has to pay it and he/she could join the next course at no cost. In case of student's leaving, he/she does not have the right to any refund of the paid amount.

The centre reserves the right to cancel a group with less than 4 students.

There will be no refund once the course is started.

Not going to class, regardless the reason, will not give the right to a discount nor not paying the monthly payment.

However, in case of reasons not attributable to the centre, if the academy had to cancel the service, the centre would communicate it to the student with 15 days in advance, giving a refund of the non-consumed part.

When the student enrolls, it is necessary to go to reception. It is compulsory to fill the cancellation form and communications through the teacher will not be taken into account. On the contrary, the student will have to pay the next monthly payment.

**Class:** It is not allowed to eat chewing gums, speak out loud, use mobile phones and speaking time will be always respected.

### **SERVICES**

**Internet use:** the centre has WIFI at students' disposal, who could use it at no cost. It will be always used with educational purposes, not for sending messages, chatting with friends, social networks or anything like that.

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