**Live Language Ltd Terms and Conditions (Evening Courses)**

## Acceptance: By using the services provided by Live Language, you agree, without limitation or qualification, to be bound by, and to comply with, these Terms and Conditions.

## Definition of the Actors involved in these Conditions: The term 'company' means Live Language or Live-Language.com. The term 'The client' means the person in whose name the booking is made and shall include the person or persons on whose behalf the same is made. 'Force Majeure' shall mean any event outside the company's control which prevents the prompt performance of its obligations.

**COURSES:**

* Live Language has the right to cancel any class which has not met minimal class number criteria
* There will be a maximum of 12 students in Live Language group classes, and a minimum of 4 students.
* All courses should be completed within the agreed and specified time.

**ATTITUDE:**

All students are expected to behave with a responsible attitude and treat fellow students, staff and school property with respect. Ignoring school guidelines may result in expulsion without a refund of course fees.

**ABSENCE:**

 Student absence, for whatever reason, will not be rewarded by any amount of extension for the course or refund.

**MATERIALS:**

* Students must provide their own stationery.
* Examination fees, and the cost of activities and excursions are not included except where specifically stated.

**FEES:**

* Fees are paid in Sterling (GBP) at the time of payment.
* On some occasions, reduced rates are given for longer courses. If these courses are curtailed for any reason, the student will be re-invoiced at the higher rate.
* Cancellations of Private/Semi-Private lessons less than 24 hours before the scheduled time will be charged for a full lesson.
* If a student cancels their booking after the course has started, a refund will not be offered.

**CANCELLATION OR POSTPONEMENT OF LESSONS:**

Cancellation or postponement of private lessons must be made **in writing** and within office hours at least **24 hours in advance** of the lesson’s start time. The booked lesson fee will be charged if Live Language is not given such notice.