

**BRITISH COUNCIL – TEACHING CENTRE – GENERAL TERMS OF REGISTRATION**

- This document contains the general terms and conditions regarding the registration of students in English classes or in any other class taught by the British Council in its Teaching Centre in Athens (17 Filikis Etairias) and constitutes a registration petition.
- The British Council reserves its right to accept or reject the present petition, in case the student does not comply with the terms of operation of the British Council Teaching Centre.
- Students' rights hereunder are personal and non-transferable to another individual. Fees cannot be transferred from one Academic Year to another.
- The registration is completed upon acceptance hereof by the British Council and the payment by the student of all or the 1<sup>st</sup> instalment of the tuition fees corresponding to the selected course, upon which the contract between the British Council and the student comes into effect in accordance with the terms and conditions hereof.
- The student may, at his discretion, pay the tuition fees in three (3) instalments, as follows:

**Selection of three (3) instalments:**

**1<sup>st</sup> instalment with the registration, 2<sup>nd</sup> instalment in week 5, 3<sup>rd</sup> instalment in week 9.**

In case the due date for the payment of an instalment is not a business day, payment shall be made by the next business date.

- The student is obliged to pay the tuition fees in one of the following ways: a) by deposit to the bank account of the British Council maintained with Alpha Bank (Citibank) with IBAN GR 5108400010000000444215003, stating the student's name or b) payment by credit card at the British Council office in Athens. The British Council shall issue the corresponding receipt/registration certificate. Please note, the British Council cannot accept payments made from banks sanctioned by the UK or any other relevant jurisdiction.
- By signing hereof, the student is obliged to pay the TOTAL AMOUNT of tuition fees according to the pre-agreed payment schedule, even if, for whatever reason, s/he stops attending the course. If a student does not pay his/her fees according to the agreed time schedule s/he shall not be allowed to continue his/her course (and may be removed therefrom at the British Council's discretion and/or the contract between the British Council and the student may be terminated by the British Council) nor register again in any other course of the British Council and any remaining amounts of tuition fees shall automatically become immediately due and payable and, if not paid, shall be pursued judicially.
- Tuition fees are not refundable. By way of exception, if a student is unable to attend a course for medical reasons or due to relocation to another city (outside Attica) or abroad, also in accordance with the British Council's refund policy (which is available on British Council's website), as in effect from time to time, and such reasons are duly proved in writing in the British Council's reasonable opinion, the Manager of the Teaching Center may, in his/her discretion, allow the refund of tuition fees or part thereof, to the extent in which they correspond to the part of the course which has not yet taken place. Any request for the refund of tuition fees shall be sent, together with the registration receipt and the relevant supporting documents, to the e-mail: [TeachingCentre@britishcouncil.gr](mailto:TeachingCentre@britishcouncil.gr), otherwise it shall not be examined by the British Council. Please note that The British Council cannot make payments to banks sanctioned by the UK or any other relevant jurisdiction. If you request a refund to be sent to an account at a sanctioned bank, you will be asked to nominate an alternative method of payment that does not breach sanctions).
- The student shall behave appropriately and with due respect to others, including teachers, staff and students, and shall observe at all times the terms of operation and attendance of courses of the British Council, including, without limitation, terms concerning health and safety. In case the student does not comply with the above, s/he may not be allowed to continue his/her course (and may be removed therefrom at the British Council's discretion and/or the contract between the British Council and the student may be terminated by the British Council), while, in the latter case, the student shall be obliged to pay immediately any unpaid amounts of tuition fees corresponding to the time period until the termination of the contract, which shall automatically become immediately due and payable and, if not paid, shall be pursued judicially.
- The operation of a class is subject to the completion of a minimum number of students. The minimum number of students per class is twelve (12) and the maximum fourteen (14).
- All disputes shall be settled amicably. Otherwise, both parties agree to be subject to the exclusive jurisdiction of the competent courts of Athens.
- By signing hereof, the student declares expressly and unreservedly that s/he has read, understood and agrees to be bound by the terms and conditions hereof concerning the attendance of courses at the British Council. If the student is a minor, this document shall be signed on his behalf by his legal guardian.
- This document is printed in two (2) copies and each party received one (1).

Date: \_\_\_\_\_

Name/Surname of Student: \_\_\_\_\_

Signature: \_\_\_\_\_