

## KIFISSIA TEACHING CENTRE – GENERAL TERMS OF REGISTRATION

- This document contains the general terms and conditions regarding the registration of students in English classes held at the premises of Saint Catherine's British School (77 Leoforos Venizelou, 141 23 Lykovrissi) in co-operation with the British Council and constitutes a registration petition.
- Saint Catherine's British School and/or the British Council reserve their 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 and the payment by the student of all or the 1<sup>st</sup> instalment of the tuition fees corresponding to the selected course.
- The student may, at his discretion, pay the tuition fees in one (1) or **two (2)\* instalments**, or three (3) instalments, or **four (4)\* instalments** as follows:
  - a) Selection of one (1) instalment: 1<sup>st</sup> instalment until July 11 (early bird).
  - b) Selection of three (3) instalments: 1<sup>st</sup> instalment until September 11<sup>th</sup>, 2<sup>nd</sup> instalment until October 30<sup>th</sup>, 3<sup>rd</sup> instalment until January 30<sup>th</sup>.
  - c) \*Selection of two (2) instalments **only for the Early Years classes (Learning time with Timmy)**: 1<sup>st</sup> instalment until September 11<sup>th</sup>, 2<sup>nd</sup> instalment until January 30<sup>th</sup>.
  - d) \*Selection of four (4) instalments **only for the Early Years classes (Learning time with Timmy)**: 1<sup>st</sup> instalment until September 11<sup>th</sup>, 2<sup>nd</sup> instalment until October 30<sup>th</sup>, 3<sup>rd</sup> instalment until January 30<sup>th</sup>, 4<sup>th</sup> instalment until March 30<sup>th</sup>.

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 by deposit to the bank account of St Catherine's British School maintained with Alpha bank with IBAN GR37 0140 1390 1390 0232 0004 924, stating the student's name and British Council. St Catherine's British School shall issue the corresponding receipt/registration certificate.
- 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 nor register again in any other course of the British Council and any outstanding amounts shall be pursued judicially.
- Tuition fees are not refundable. By way of exception, if student is unable to attend a course for medical reasons or due to relocation to another city or abroad, 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, otherwise it shall not be examined by the British Council.
- 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 of Saint Catherine's British School and the British Council.
- 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).

If your child has a disability or special need, the British Council will make reasonable adjustments to make sure that they have, as far as is reasonable, the same access to the services of the British Council.

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1988.

The British Council reserves the right to refuse admission, deny your child access to, or to require your child to leave the British Council if their behaviour is considered disruptive, likely to cause damage, nuisance, offence or injury, or is in breach of venue rules and regulations.

We carry out teaching activities which may include: - using personal data (student image and voice) during the real time broadcasting of online classes through the British Council learning hub; - using student audio or video recordings as academic support; - connecting with British Council students from other countries, sharing their work and class recordings to learn about other cultures; - using our communications platform, for teacher, student and parent engagement, sharing among them students' work e.g. worksheets, photographs, drawings, videos and voice recordings use of the learning hub. (Personal data collected and shared through and for the purpose of the learning activities described above will only be retained as long as necessary, for the purposes it was collected and for the duration of your relationship with us. Our lawful basis for all course-related administrative and teaching activities is the performance of a contract for the provision of our services.)

- 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 Kifissia Teaching Centre. 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).

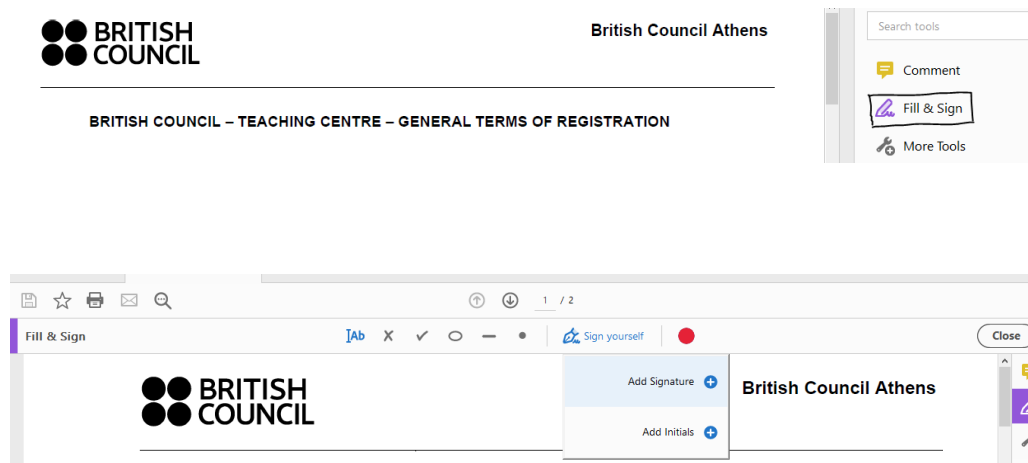
**Date:** \_\_\_\_\_

**Name/Surname of Parent and Student:** \_\_\_\_\_

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


You can print this file, sign it, scan it and then send it to us my email or alternatively you can sign it electronically and send it to us by email. Below you can find detailed guidelines of how to sign the file electronically.

**Click on 'Fill & Sign' and then 'Sign yourself > Add Signature'**



**Click on 'Draw', draw your signature and then click 'Apply'. Now you are able to drag your signature and drop it in the field 'Signature'**

Type Draw Image



Type your name here.

Save signature

Cancel Apply

**To fill the 'Date' field, you click again on 'Fill & Sign', you then click on the Date' field and start typing. To fill the 'Name/surname of student & parent' you repeat the same step.**

This document has 2 copies and each party received one (1).

Date:

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

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