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**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 (currently at 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 1st instalment of the tuition fees corresponding to the selected course.

The student may, at his/her discretion, pay the tuition fees in (1) or two (2), four (4) or eight (8) instalments, as follows:

a) Selection of eight (8) instalments: 1st instalment until September 11, 2nd instalment until October 30, 3rd instalment until November 30, 4th instalment until December 30, 5th instalment until January 30, 6th instalment until February 27, 7th instalment until March 30 and 8th instalment until April 30.

b) Selection of four (4) instalments: 1st instalment until September 11, 2nd instalment until November 30, 3rd instalment until January 30, 4th instalment until March 30.

c) Selection of two (2) instalments: 1st instalment until September 11, 2nd instalment until January 30.

d) Selection of one (1) instalment by July 11 (early bird).

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 510840001000000444215003, 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.

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) nor register again in any other course of the British Council and any remaining amounts of tuition fees shall be automatically considered as immediately due and payable and 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, 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 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).

The British Council reserves the right to amend the dates, times and schedule of the selected course(s), change the teacher assigned to such course(s) and/or relocate the Teaching Centre premises, subject to prior written notice to the student. All disputes shall be settled amicably. Otherwise, both parties agree to be subject to the exclusive jurisdiction of the competent courts of Athens.

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.)

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/her behalf by his/her legal guardian.

This document is printed in two (2) copies and each party received one (1).

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

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

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

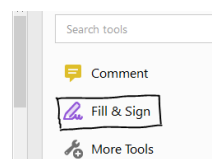
You can print this file, sign it, scan it and then send it to us my email or alternatively you can sign it electronically and send it to us by email. Below you can find detailed guidelines of how to sign the file electronically.

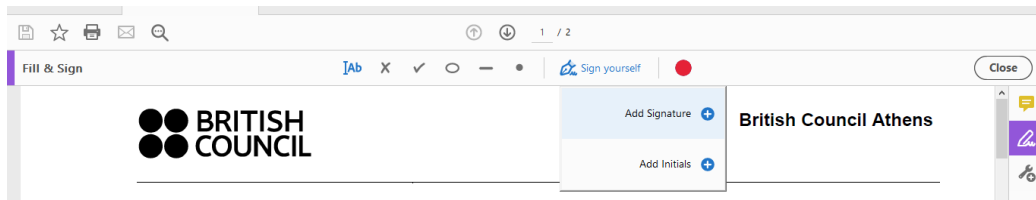
**Click on 'Fill & Sign' and then 'Sign yourself > Add Signature'**



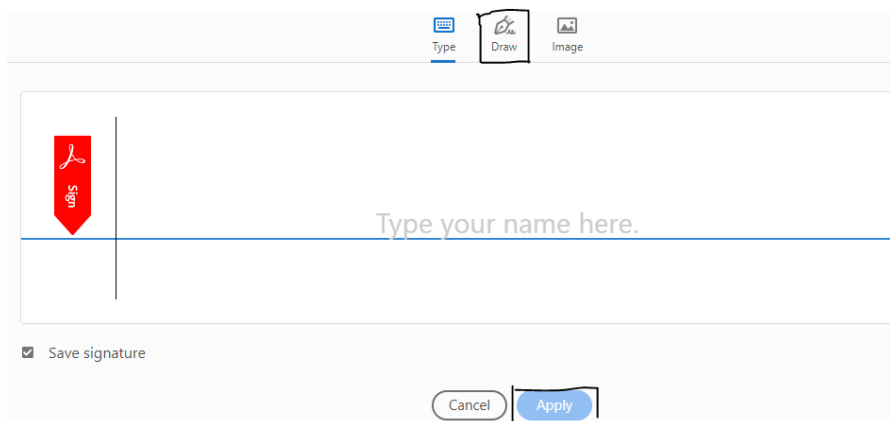
British Council Athens

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**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'**



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