

# REGULATIONS OF THE LANGUAGE COURSES

## GENERAL RULES

1. Tuition in the Verbly is available:
  - in groups;
  - on an individual basis.
2. Course registration is possible by filling out the registration form on the School website. Making the payment is an automatic confirmation and consent of the rules and conditions stipulated stated in the regulations of the School.
3. The registration form is the basis for the preparation of the Tuition Agreement.
4. Tuition fees are paid by crediting funds to the bank account of the School, by cash in one of the school's offices. Other payment methods are not accepted.
5. To register for courses of levels A2, B1, B2, C1, the Student of the course must write a test and/or take part in a qualifying conversation with the teacher (during conversation lesson)
6. Information about the beginning of the course is transferred to students by e-mail to the e-mail address specified by the Student when signing the Agreement. If incorrect-mail address is provided, the school is not responsible for the untimely start of the course and the absence of classes.
7. The group consists of an average of 10 people.
8. The school reserves the right to dismiss the group and offer classes in another group with the same level of learning (different date and/or form is possible) if the number of Student in the group is less than 4 people.
9. The school reserves the right to replace the teacher during the training.
10. The school reserves the right to start the course with a thirty days delay.
11. At the end of the course, it is mandatory to participate of the test. A positive test writing entitles the Student to continue training at the next stage.
12. In case of any requests or comments regarding the organization of classes, please contact your teacher, the school secretariat or the directorate.

13. All personal and contact information delivered to the school(phone number/numbers, e-mail address), means that the Student of the course agrees to receive information from School (SMS, e-mail).

14. The school reserves the right to use photographs, videos and any other type of images taken during classes to maybe be used in marketing purposes.

15. The school sends the documents within a month.

16. The school is not responsible for the inconvenience of the COVID pandemic.

## **FEES**

1. The price of the course includes:

- classes;
- book or e-book and additional materials used during classes (not included in private classes and intensive classes);
- qualification test at the end of the course;
- certificate of completion of the course;
- cultural program;
- consultation with the teacher.

2. The price of the course can not be changed during the course.

3. Payment is possible:

a) prepayment for the entire course of study;

b) in two installments for a 3 months course:

- 1st installment (PLN 600 pln) during registration;
- 2nd installment by the end of the second month of study + 10%

c) in three installments for a 6 months course:

- 1st installment (1200 pln) during registration;
- 2nd installment by the end of the second month of study + 10%
- 3rd installment by the end of the fifth month of education + 10%

4. Students of the course, who join the groups during the training, apply an individual payment system.

5. Payment can be made:
  - in cash,
  - via bank transfer to the account of the School

### **Transfer in PLN:**

Verbly - International Language Center  
92291000060000000002177731  
Aion S.A. Spółka Akcyjna Oddział w Polsce  
Dobra 40, 00-344, Warszawa, Poland

### **Transfer in other currency:**

Please provide information in what currency the transaction will be made.

### **ABSENCES**

1. The school does not provide any refund for missed classes.
2. If the course Student does not inform about the possible delay (up to 6 hours before the lesson) or if none of the Students show up for 15 minutes, the teacher has the right to end the lesson (in such a case, it is not possible to make up for the lesson).
3. After 8 unjustified absences, the student may be removed from the group.
4. The school reserves the right to cancel or reschedule the class in emergency cases (teacher's illness, technical reasons, etc.). The time of the canceled class, in this case, is agreed with the group.
5. Students who do not finish the course will not receive a certificate

### **RESIGNATION**

1. At any time, the Student has the right to refuse to participate in the course by writing the Disclaimer. The application must be submitted in writing to the school administration or send a scanned copy by e-mail to the address of the school [administration@verbly.pl](mailto:administration@verbly.pl).
2. In case of resignation from the course more than four weeks before the beginning of the course, the student is full refunded.
3. In case of resignation from the course less than four weeks before the beginning of the course or up to one week after the first lesson, the course Student will receive a refund of the amount reduced by the down payment. The down payment is not refundable during this period.
4. In case of resignation from the course more than two weeks after the start of the course, the fee is not refundable.
5. In the case of an intensive course reimbursement for course fee is not possible.

6. A course Student who has received confirmation of participation in the course and then resigned from participation in the course cannot apply for a refund.
7. If the course was bought at a special or discount price refund is not possible.
8. In case of resignation, the Student must notify the school administration (administration@verbly.pl) in written form.
9. The refund is only possible in the form of a bank transfer and is made within 90 days from the date of acceptance of a correctly sent application (see point 1).
10. The school administration has 30 days from receipt of all required documents to make a decision regarding the refund.

**Our company details:**

NIP 9452141293

REGON 367758770