

## Terms & Conditions

### 1) Cancellation Terms

If you applied for our TEFL course via our website the course costs 1,150 EUR and it is separated into two payments:

- deposit – 360 EUR
- tuition fee – 790 EUR

The deposit is non-refundable. However, if you need to cancel your attendance on the course due to healthy, family, financial or visa issues, you may transfer your EUR 360 deposit once, free of charge, to a future available course. If you need to cancel your attendance for a second time, there is a EUR 100 fee to move your reservation.

The tuition fee (EUR 790) is due **one month** before the course starts, in order to continue your reservation or immediately before the course starts in case if applying later to the course.

If you cancel at least two weeks before the course start date, you can receive a refund on your tuition fee. If you cancel less than two weeks before the course, there is no refund on your tuition fee, but you may transfer your deposit and the tuition fee to a future TEFL course for a EUR 100 fee, depending on availability.

### 2) Cancellation Terms – Accommodation

If you cancel more than 40 days before your arrival date you get refund on your accommodation payment from which we deduct a handling fee of EUR 100.

If you cancel 40 days or less before your arrival date there is no refund on your accommodation payment.

### 3) Discounts

If your financial situation makes it possible pay the whole course price within one week of your acceptance on the course, you are eligible for a special discount of EUR 100.

If you bring a friend to attend our course, you both are eligible for a discount of EUR 150.

### 4) Special Payment Plan

You pay the deposit of EUR 450 (equivalent to the first installment) one month before the course starts to reserve your place. The course reservation is only valid after the first installment has been transferred to our bank account. This first installment is non-refundable.

The balance of EUR 700 will be divided into two installments. The first (EUR 350) is due 3 months after finishing the course and the second one (EUR 350) is due 6 months after finishing the course.

The balance can also be paid any sooner than stated above.

If you do not pay your installment by the due date, you will be assessed a late payment charge of EUR 150.

The certificate will be delivered to you only after the last payment has been made. In case the certificate cannot be delivered to an address in the Czech Republic, the certificate will be delivered at your expense to an address provided by you. It is your responsibility to provide our TEFL centre with a valid address.

Before you receive your TEFL certificate, you can prove your completion of the course via a temporary acknowledgement issued by Language and Training – TEFL International Prague.

The three installments option cannot be combined with any other special offer or discount.

### 5) Liability

Language & Training, s.r.o. is not liable for lost, stolen, or damaged personal property. Language & Training, s.r.o. is also not responsible for your health, safety, and/or general welfare.

## 6) Attendance

100% attendance is required. Due to the intensity of the course attendance in all sessions is mandatory. Please refrain from making other commitments during the course period. If you feel you are unable to make the necessary time commitments, you may delay your attendance until a future available course when you can more freely commit your time. If you miss any session due to serious illness or injury, makeup conditions are subject to the approval of the lead trainer. If you are sick, still come to sessions and work though as best you can. See the office staff for contacts for doctors. If you miss any more than 2 sessions (with a doctor's note) you must come back on a future available course to make up sessions, otherwise you will not be able to receive your certificate. If you do not have a doctor's note and you miss class, you will also be ineligible to receive the certificate.

In order to receive the certificate you must participate in all scheduled inputs sessions and teaching practices. If you miss input session (max 2 in case of serious healthy issues or visit of the foreign police or visa agency), you have to pay extra money for trainer's time and input session CZK 2000. If you miss/not finish one or more of the assignments, you have to pay extra CZK 2000/assignment.

## 7) Grading

All details regarding the outline of the class and how you're graded can be found here:

<https://www.praguetefl.com/about-the-tefl-course/course-overview/>

## 8) Conduct

If you disrupt the class because of inappropriate behavior or conduct, you will be asked to leave the course without a refund.

Inappropriate behavior during the course includes but is not limited to, theft, violence, bullying of other trainees, students or staff, substance abuse, drinking alcohol anytime while attending the course (except the ceremony day) or using drugs at all. Such behavior may also result in immediate removal from the student accommodations without refund.

## 9) General Health and Medical

Health and/or traveller's insurance to cover you in the event of illness, accident, or death is your responsibility. You must provide your own health and accident insurance. Language & Training, s.r.o. will not be held responsible for your health, injury, or death at any time prior to, during, or after completion of the course.

If you have a medical condition that could potentially affect your attendance, training, or the training of your peers, you will notify Language & Training, s.r.o. in advance.

## 10) Copyright

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**\*\*By paying the course deposit you agree to our Terms and Conditions. Please read them carefully as you are entering into a formal agreement.\*\***