



THE HELLENIC CENTRE

ONLINE & IN PERSON GREEK LANGUAGE COURSES - WINTER TERM 2022

Day and evening Greek language courses from Beginners to Mastery level for groups and individuals by experienced, qualified teachers

SPRING/SUMMER TERM: 25 April 2022 to 15 July 2022

Registration period for all Spring/Summer Term Courses: **9 March - 14 April 2022**

No place is guaranteed unless full payment is received

SPRING/SUMMER COURSES	ONLINE CLASSES TIMETABLE	IN-PERSON CLASSES TIMETABLE	FEES
Beginners 1 *	Thursday 6.30-8pm	Thursday 6.30-8pm	<u>Courses running once a week</u> £145, £115 concessions <u>Fast Track Courses</u> £230, £200 concessions Concessions apply, subject to proof of identity to: Hellenic Centre Members, OAPs, Full-Time Students, Westminster City Save Card Holders, Registered Unemployed, Registered Disabled
Beginners 2	Thursday 6.30-8pm	Tuesday 6.30-8pm	
Beginners 3	Wednesday 12.30-2pm OR Wednesday 6.30-8pm	Monday 12.30-2pm OR Tuesday 6.30-8pm	
Intermediate 1	Wednesday 6.30-8pm	Thursday 6.30pm-8pm	
Fast Track Intermediate 2+3 ** (covers modules ID2 and ID3)	Monday & Wednesday 6.30pm-8pm (students must attend both days)		
Intermediate 2 **	Tuesday 6.30-8pm		
Intermediate 3	Monday 6.30-8pm OR Wednesday 12.30-2pm	Monday 6.30-8pm	NOTES * Students who are ABSOLUTE BEGINNERS must register for BEGINNERS 1 ** Students who have completed Fast Track Beginners 3+4 or Intermediate 1 can register for either FAST TRACK Intermediate 2+3 or for INTERMEDIATE 2 *** BEGINNERS, INTERMEDIATE, ADVANCED or MASTERY CONVERSATION are suitable for students who have completed the Beginners, Intermediate, Advanced or Mastery Level respectively and wish to develop further their conversation skills while at the same time revise core grammar through conversation. **** CERTIFICATE C1&C2 is suitable for students who have completed the Mastery Level.
Advanced 1	Thursday 6.30-8pm		
Advanced 2	Tuesday 6.30-8pm OR Friday 6.30-8pm		
Advanced 3	Thursday 6.30-8pm	Thursday 12.30pm-2pm	
Proficient 2	Monday 6.30-8pm		
Proficient 3	Monday 6.30-8pm OR Tuesday 12.30pm-2pm		
Mastery 1	Thursday 6.30-8pm		
Mastery 3	Tuesday 6.30-8pm		
Beginners Conversation ***	Wednesday 6.30-8pm		
Intermediate Conversation ***	Monday 6.30-8pm		
Advanced Conversation ***	Wednesday 6.30-8pm		
Mastery Conversation ***	Monday 6.30-8pm OR Friday 12.30-2pm		
Certificate C1 & C2 ****	Monday 12.30-2pm OR Tuesday 6.30-8pm		

PLEASE NOTE THAT IF THE SAME COURSE RUNS ON DIFFERENT DAYS YOU HAVE TO SELECT ONE DAY ONLY
 IN THE EVENT OF ABSENCE YOU WILL NOT BE ABLE TO MAKE UP FOR THE MISSED CLASS BY ATTENDING THE COURSE ON A DIFFERENT DAY
 SAME APPLIES IF THE SAME COURSE RUNS ONLINE AND IN-PERSON

Before registering please read carefully the Terms & Conditions that follow
 Further information on 020 7563 9831, 11am-2.30pm & 3.30pm-5.30pm or at greekcourses@helleniccentre.org

TERMS & CONDITIONS FOR ENROLMENT AND COURSE ATTENDANCE

1. General Requirements All Hellenic Centre courses are for adults. To register for any of our courses you need to be 18+.

2. Payment

- a) Fees are payable in advance, are exclusive of books and are not charged pro rata.
- b) Fees must be paid in full by card only, ten days before the start date unless otherwise specified. Any enrolment received after the specified registration period is subject to a £5 administrative fee. No discount is given to students who join late in the term.
- c) No enrolment will be processed and no student will be able to attend classes until full payment is received
- d) Once payment is received your place is guaranteed and you are expected to turn up on the first day of your course. A receipt will be sent upon request.
- e) Concessionary fees apply only to the following: Hellenic Centre Members, OAPs, Full-Time Students, Westminster City Save Card Holders, Registered Unemployed, Registered Disabled. Proof of identity is required.

3. Cancellation and refunds

- a) Students are advised to consider carefully their circumstances and personal commitments before enrolment as no cancellation or refund will be possible once the term commences.
- b) Fees will be refunded only if a written request is received **before the day the term begins**. The following charges apply: £20 if cancellation note is received 15 days before the term commences, £30 if it is received between 15 days and the day before the term commences.
- c) Fees cannot be transferred to cover payment for another student, private tuition or a course in another term/academic year.
- d) If the Hellenic Centre cancels a course the full course fee will be reimbursed.

4. Online and In-Person classes The Hellenic Centre reserves the right to move its in-person classes online at any time it is considered necessary for the safety of students and staff. Students attending in-person classes cannot make up for a missed class by attending a class online and vice versa.

5. Class size/placement

- a) Our courses have a minimum of 5 and a maximum of 20 students. If fewer than 5 students have registered on the starting date, we reserve the right to cancel or postpone the course. Students however, have the opportunity to move to another course or to receive a full refund of the course fee.
- b) Changes from one course to another are only possible within the same enrolment period and only during the first 3 weeks of the term.
- c) Placement to a course will be determined by phone interview.
- d) If students insist joining/remaining on a course which is not for their level, then they can do so at their own responsibility.

6. Attendance and Assessment

- a) Students are expected to attend regularly. In the event of absence it is the student's responsibility to find out what has been covered in the class in order to catch up as the tutor has to follow the syllabus and the class has to progress accordingly.
- b) Students cannot make up for missed classes by attending a class on different day.
- b) Assessment is continuous through active participation in the class and homework. It is highly recommended that all students completing their studies at a required level register for the Certificate of Attainment Exams.

7. Holidays There are three holiday periods: Christmas, Easter and Summer. No classes will take place during the Greek Easter Holy Week but that will not affect the number of sessions per term. The Hellenic Centre is also closed during English Bank Holidays. Classes falling on a Bank Holiday will be rescheduled.

8. Private tuition Further terms and conditions apply to students booking private tuition, which are outlined in a contract between the student(s) and the Centre.

9. Privacy policy The personal data you provide are stored safely and used only for the purposes of sending you information about our courses and activities either by post, email, telephone or through social media and only during the period of your registration. To be informed of our cultural events once you cease attending our courses you need to subscribe to our emailing list.