



THE HELLENIC CENTRE

GREEK LANGUAGE COURSES 2020 - WINTER TERM

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

WINTER TERM begins on 20 January 2020

Registration period for all Winter Term Courses **9-19 December 2019** and **3-10 January 2020**
No place is guaranteed unless full payment is received

TERM DATES & HOLIDAYS

WINTER TERM 20 January 2020 to 3 April 2020

Easter Holidays 4 April 2020 to 26 April 2020

SPRING/SUMMER TERM 27 April 2020 to 10 July 2020

Summer Holidays 11 July 2020 to 27 September 2020

AUTUMN TERM 28 September 2020 to 11 December 2020

Christmas Holidays 12 December 2020 to 17 January 2021

WINTER TERM COURSES	SPRING/SUMMER TERM COURSES	DAY	TIME
Beginners 1	Beginners 2	Wednesday or Thursday or Friday	6.30-8pm
Beginners 2 (e) *	Beginners 3 (e)	Tuesday or Thursday	6.30-8pm
Beginners 2 (d) *	Beginners 3 (d)	Thursday	12.30-2pm
Beginners 3	Intermediate 1	Wednesday or Friday	6.30-8pm
Fast Track Beginners 3+4**	Fast Track Intermediate 1+2	Tuesday & Thursday	6.30pm-8pm
Intermediate 1	Intermediate 2	Monday or Friday	6.30-8pm
Intermediate 2 (e)	Intermediate 3 (e)	Monday or Friday	6.30-8pm
Intermediate 2 (d)	Intermediate 3 (d)	Tuesday	12.30pm-2pm
Intermediate 3	Advanced 1	Thursday	6.30pm-8pm
Advanced 1	Advanced 2	Monday	6.30pm-8pm
Advanced 2	Advanced 3	Monday or Friday	6.30pm-8pm
Advanced 3	Proficient 1	Tuesday	6.30pm-8pm
Proficient 1	Proficient 2	Wednesday	6.30pm-8pm
Proficient 2	Proficient 3	Thursday	6.30pm-8pm
Mastery 2	Mastery 3	Monday	12.30pm-2pm
Beginners Conversation ***	Beginners Conversation ***	Tuesday	6.30-8pm
Intermediate Conversation (d)***	Intermediate Conversation (d)***	Wednesday	12.30pm-2pm
Intermediate Conversation (e)***	Intermediate Conversation (e)***	Wednesday	6.30pm-8pm
Mastery Conversation (e)***	Mastery Conversation (e)***	Monday	6.30pm-8pm
Mastery Conversation (d)***	Mastery Conversation (d)***	Friday	12.30pm-2pm
Certificate C1 & C2****	Certificate C1 & C2****	Tuesday	6.30pm -8pm

Notes on Winter Term Courses

* Students who are **ABSOLUTE BEGINNERS** must register for **BEGINNERS 1** on one of the following days: Wednesday, Thursday or Friday 6.30pm.

** **FAST TRACK BEGINNERS 3+4** runs **TWICE A WEEK** (Tuesdays and Thursdays) and is suitable for students who have completed Fast Track Beginners 1+2 or Beginners 2. In order to complete the course successfully students need to attend both days. This course covers the syllabus for Beginners 3 and Intermediate 1

*** **BEGINNERS, INTERMEDIATE, PROFICIENT or MASTERY CONVERSATION** are a follow up of the Autumn Term Conversation classes and are suitable for students who have completed the Beginners, Intermediate, Proficient or Mastery Level respectively and wish to develop further their conversation skills while at the same time revise core grammar through conversation. If a more intensive course is required a combination of any of the Conversation courses with any of our other courses on offer is recommended.

**** **CERTIFICATE C1&C2** is a follow up of the Autumn Term C1&C2 class and is suitable for students who have completed the Mastery Level and wish to prepare for the Certificate of Attainment Exam for Levels C1 and C2.

The Spring/Summer Term timetable is provisional and changes might be made. An updated version will be available in March 2020 and it will include information for Beginners 1 course.

CERTIFICATE OF ATTAINMENT IN MODERN GREEK: The Certificate of Attainment is an official qualification proving the proficiency of successful candidates in Modern Greek and is recognised by the Greek Ministry of Education. It has six levels A1, A2, B1, B2, C1, C2 (from lower to highest). All our courses offer to students the opportunity to prepare and register (if they wish) for the Certificate of Attainment in Greek exams. The exams take place each year mid May. Further information about the Certificate and the exams is available at the Education Office, Embassy of Greece.

FEES

COURSE	WINTER TERM (11 weeks) 20/01/20-03/04/20	WINTER & SPRING TERM (22 weeks) * 20/01/20-10/07/20
Beginners Intermediate Advanced Proficient Mastery All level Conversation Classes Certificate C1&C2	Payment made by 10 January £145, £115 concessions** Payment made after 10 January £150, £120 concessions*	Payment made by 10 January £260, £205 concessions** Payment made after 10 January £260, £210 concessions**
Fast Track Beginners 3+4	Payment made by 10 January £230, £200 concessions*** Payment made after 10 January £235, £205 concessions***	Payment made by 10 January £435, £375 concessions*** Payment made after 10 January £440, £380 concessions***

- * **Students who opt to pay a discounted fee and register for both Winter and Summer terms, rather than enrolling for each term separately, register for a block of lessons taking place over a period of two terms. NO FEE REFUND OR FEE TRANSFER IS POSSIBLE IF THEY CANNOT ATTEND ANY OF THE TWO TERMS ONCE THE WINTER TERM COMMENCES.**
- ** **Concessions apply to Hellenic Centre Members, OAPs, Full-Time Students, Westminster City Save Card Holders, Registered Unemployed and Registered Disabled. Proof of identity is required.**
- *** **Subject to places being available, fees can be paid after 10 January but a £5 administration charge applies .**

PRIVATE TUITION

A minimum of 10 hours has to be booked and paid for in advance. Each 10 hour block has to be used within 4 months from the start date. A contract between the Centre and the student(s) specifies the terms and conditions of tuition. Students wishing to book a trial lesson have to pay the hourly fee plus £30 administration fee. The administration fee is not refundable in the event they decide not to proceed with private tuition after the trial lesson. Terms and Conditions for enrolment apply also to private tuition. Private tuition via SKYPE is also possible. The option of pay as you go private tuition is only available to students registered for any one of our courses. **Please note that once payment is processed and tuition starts no refund is possible.**

NO OF STUDENTS	FEES PER HOUR	DAY	LOCATION
1 student	£30 £35 £40	Monday to Friday Monday to Friday Weekend	Hellenic Centre Student's house or workplace Student's house or workplace
2 students	£25 per student £30 per student £35 per student	Monday to Friday Monday to Friday Weekend	Hellenic Centre Student's house or workplace Student's house or workplace

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 (card, cash or BACS), 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 ResCard 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 cancellation note is received **before** the beginning of the term. 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 or payment.
- d) If the Hellenic Centre cancels a course the full course fee will be reimbursed.
- e) Students who opt to pay a discounted fee and register for both Winter and Summer terms, rather than enrolling for each term separately, register for a block of lessons taking place over a period of two terms. No fee refund or fee transfer is possible if they cannot attend any of the two terms once the Winter term commences.

4. 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.

5. 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) 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.

6. 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.

7. 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.

8. 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.