



THE HELLENIC CENTRE

ONLINE AUTUMN TERM GREEK LANGUAGE COURSES

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

AUTUMN TERM: 5 October 2020 to 18 December 2020

Registration period for all Autumn Term Courses **24 August-25 September 2020**

No place is guaranteed unless full payment is received

AUTUMN COURSES TIMETABLE

Beginners 1 *	Monday 6.30-8pm OR Wednesday 12.30-2pm OR Friday 6.30-8pm
Fast Track Beginners 1+2*	Tuesday & Thursday 6.30pm-8pm (students must attend both days)
Beginners 2	Thursday 6.30-8pm
Beginners 3	Tuesday 6.30-8pm OR Wednesday 6.30-8pm OR Friday 6.30-8pm
Intermediate 1	Tuesday 6.30-8pm OR Thursday 12.30-2pm OR Thursday 6.30-8pm
Intermediate 2	Wednesday 6.30-8pm
Intermediate 3	Monday 6.30-8pm
Advanced 1	Monday 6.30-8pm OR Tuesday 12.30pm-2pm
Advanced 2	Thursday 6.30-8pm
Advanced 3	Monday 6.30-8pm
Proficient 1	Tuesday 6.30-8pm
Proficient 2	Wednesday 6.30-8pm
Mastery 1	Thursday 6.30-8pm
Beginners Conversation **	Monday 6.30-8pm
Intermediate Conversation **	Wednesday 6.30-8pm
Advanced Conversation **	Thursday 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 CAN SELECT
ONE DAY ONLY.

IN THE EVENT
OF ABSENCE
STUDENTS ARE NOT
ABLE TO MAKE UP
FOR THE MISSED
CLASS BY
ATTENDING
THE COURSE ON A
DIFFERENT DAY.

FEES

For Courses running once a week
£145, £115 concessions

For the Fast Track Course
£230, £205 concessions

Concessions apply to

- Hellenic Centre Members
- OAPs
- Full-Time Students
- Westminster City Save Card Holders
- Registered Unemployed
- Registered Disabled

Proof of identity is required

NOTES

* Students who are ABSOLUTE BEGINNERS must register for BEGINNERS 1 or FAST TRACK BEGINNERS 1+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.

To register please read carefully the Terms & Conditions that follow and call us on
020 7563 9831, 10.30am-1.30pm & 3pm-6pm - Payment of fees: Card payment over the phone

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 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 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.