

Withdrawal Procedures for Evening Languages

Generally, withdrawals are not permitted. We do not have any facility for 'sampling' classes. While the module can be removed from a student's transcript, this does not remove the obligation to pay. There may be some exceptions as noted below.

a) Any participant who sends confirmation **by email** of an intention to withdraw from a course **before** the first meeting of the class, may have the obligation to pay removed or the fee refunded.

b) Should a participant become ill (or be in a position where he or she has to care for a sick person) to the extent that he or she cannot continue with the course, a refund may be considered.

Certification may be requested (NB there is no refund available for lessons missed due to minor ailments)

Should a student enrol for a level that is unsuitable (for example, a beginner enrolling for an elementary class, or an advanced student for an intermediate group), simply because there is no group available at a more appropriate level, and then find the classes are inappropriate, no refunds will be made.