



Terms & Conditions of the Courses

Course Organiser: Aneta Szymkiewicz "Słowotok"

6 Bujaka Street, Suite 28, 30-611 Cracow, Tax identification Number (NIP): 9481267826

phone (+48) 885679000, biuro@slowotok.com

Organiser and Participants

1. These Terms & Conditions is applicable to all Courses organised by the Aneta Szymkiewicz Słowotok company, hereinafter referred to as the Organiser.
2. A course participant is an adult or a minor, who has a consent of at least one parent or guardian. Hereinafter referred to as the Participant. The parent or guardian takes the formal decisions, pays the fees, etc. on behalf of the minor participant.

Time and Location of the Course

3. The time and location of the course depend on the type of the Course chosen by the Participant.
4. In the case of a change of the location made independently of the Organiser, the classes shall be conducted in the other, possibly the closest, place or date.

Groups

5. A number of the persons who participate in the Courses ranges from 2 (mini-groups) up to 10 persons (standard groups). In the event when there are less than 4 students in the standard group or one in the mini-group there shall take place a reduction of the hours or such a group shall be dissolved in agreement with the participants. In the case of the dissolution of the group, the Organiser refunds the payments made by the Participants, deducted by the fee amount due for the already conducted classes.

Classification

6. An allocation to a group takes place upon signing up (on the web site, via e-mail or personally), an evaluation of the placement test and conducting an interview, at the latest on the date of beginning the Course.
7. The participants who are at the Beginner level and the Participants who continue learning do not have to solve the placement test.
8. The participant can be admitted to a Course upon its beginning during it. The Participant pays a fee due for the classes left until an end of the Course.

Fees

9. The applicable fees for the Courses are published on the web site: slowotok.com and in the promotional materials of the Organiser.
10. The course prices are applicable within one year, from September of the current year until September of the next year.
11. The course price includes 1 course book, additional educational materials, voluntary enrolment in the free of charge closed groups in the social media, as well as signing up for the educational software and applications proposed by the Organiser.
12. The fees should be paid while providing a first name and a surname of the Participant.

Bank transfer details: Aneta Szymkiewicz "Słowotok", 6 Bujaka Street, Suite

28, 30-611 Cracow, Tax identification Number (NIP): 9481267826.

Bank account: mBank S. A. 18 Senatorska Street, 00-082 Warszawa
65 1140 2004 0000 3502 3762 4310

IBAN (for international transfers) PL65 1140 2004 0000 3502 3762 4310
Kod SWIFT: BREXPLPWMBK

13. Term and On-line Courses:

- a) The Course Participant undertakes to make a payment of the fee for the Course via bank transfer and to pay the bank charges, in advance prior to a date of the Course commencement.
- b) The Participant may resign from the Course upon making a payment of the fee for it, at the latest up to 2 weeks prior to the Course commencement date. In this situation, the Organiser refunds the entire amount paid.
- c) The Participant is not entitled to a refund of the fee in respect of the classes, in which the Participant fails to participate, in part or in whole, due to the reasons independent from the Organiser.
- d) In the event of the resignation from the Course prior to attending the full quantity of the classes specified for the concerned Course, the Participant is not entitled to a refund of the fee.

14. Courses in Mini-groups:

- a) The Organiser together with the Participants unanimously agrees a manner of making a payment for the Course: in advance, as in the case of the standard groups, and in arrears monthly.
- b) The monthly settlement in arrears is made on the basis of the classes conducted in the concerned month. In this situation, the Participant makes a payment for the invoice issued by the Organiser up to the 10th day of the month.

15. Individual Courses:

- a) The Participant can choose a manner of making a payment for the Course: in advance or in arrears monthly.
- b) The monthly settlement in arrears is made on the basis of the classes conducted in the concerned month. In this situation, the Participant makes a payment for the invoice issued by the Organiser up to the 10th day of the month.
- c) The Participant may resign from the Course upon making a payment of the fee for it, at the latest up to 2 weeks prior to the Course commencement date. In this situation, the Organiser refunds the entire amount paid.
- d) The Participant is not entitled to a refund of the fee for the classes, if he has failed to notify about his/her resignation from the Course upon 2-week notice and for the classes, in which he/she has failed to take part, in part or wholly, due to the reasons independent from the Organiser.
- e) In the case of the resignation from the Course by the Participant while observing the 2-week notice, the Organiser refunds the fee paid in advance, less the charges for the already conducted classes.

Replacement

16. In the case of an absence of the teacher who conducts the classes, the Organiser shall organise a replacement or shall propose another date of the

classes.

17. If it is impossible to provide a replacement of the teacher or to postpone a date of the classes, the Organiser shall refund an amount in respect of these classes paid by the Participant.

Postponing and Cancelling Classes

18. Group Courses – standard courses and mini-groups:

- a) the participants may postpone and cancel the classes, with a consent and knowledge of all participants, if at least a half of the Participants is not able to participate in the classes and notify about this fact the teacher who conducts the concerned classes and/or the Organiser at least 2 working days in advance prior to the scheduled date of the classes.
- b) The classes cancelled by all Participants at a later date than this specified above, are deemed and charged as the conducted.

19. Individual Courses:

- a) The Participant is obliged to notify about the planned absence and – if possible – to postpone a date of the classes while determining another date.
- b) The Participant undertakes to notify the teacher and the Organiser of the Course about a cancellation of the classes at the latest until 6 p.m. on the previous working day, via SMS or e-mail. The cancelled classes on this date are not charged and are to be postponed to another date.
- c) The classes cancelled on the later date than the above-mentioned, i.e. after 6 p.m. of the previous working day or a day, on which the lessons are to be conducted, are deemed and charged as conducted.

Resignation from Course

20. The Participant has a right to resign from the Course 2-week in advance, while notifying the organiser about this fact via e-mail submitted to the following address: biuro@slowotok.com.