

# **Private Courses**

- There are no lessons on official holidays.
- Before enrolling for a course students must make sure that there are no restrictions regarding their participation (especially immigration and residence restrictions).
- The student is personally responsible himself/herself for taking out health, accident and - if desired - third - party liability insurance.
- Should a student be wholly or partly unable to attend a course (e. g. due to illness, residential restrictions, professional or personal commitments), he/she shall have no claims to a reimbursement of the course fee or to participating in a language course at another time.
- Appointments that are cancelled by the student at least two days in advance can be held at a later date. There is no substitute for appointments that are cancelled one day in advance or on the same day. Classes on Mondays and Tuesdays have to be cancelled by Friday at 12:00h at the latest.
- The course fee has to be paid in advance.
- Withdrawal from a course is possible anytime before the starting date, but must be submitted in writing. The date of withdrawal is determined by its receipt at DIE NEUE SCHULE office. For withdrawals received 30 days or less before the starting date, the
- school reserves the right to retain 50% of the total. Withdrawals received at least 30 days before the starting date are free of charge. Saved costs and further utilisation of services are considered herein.
- Court of jurisdiction in Berlin.