



The Bedford Language Centre

Language & Culture Provider

Terms & Conditions for one to one teaching (March 2019)

- Full payment should be received before the beginning of the course for which you have been accepted. Fees are not subject to VAT.
- In the event of cancellation of the course on your part 7 days or more before the course starts, your payment will be refunded, minus a £25 cancellation fee for administration.
- In the event of cancellation of the course on your part after the course has commenced no refunds will be granted.
- If there is any cancellation of lessons we kindly request a minimum of 24 hours written communication otherwise we will be forced to charge for the provision. With more than 24 hours notice, the class can be rescheduled.
- We reserve the right to cancel a course should we feel it necessary for whatever reason, in which case all fees will be refunded.
- We will always make best efforts to ensure that courses run as agreed but the viability of courses is based on the availability of tutors, venues etc. We may alter or cancel a course if there is a problem with the tutor or venue or severe weather. In the event of cancellation we will attempt to notify you in advance and offer an appropriate alternative. We are not responsible if we are unable to contact you using the information you provide at the time of booking.
- The cost of the course does not include the cost of the books or any other material needed to follow the course.
- We will only use information about you in accordance with the current data protection legislation (GDPR May 25 2018). This information will be stored within our business (in paper or electronic form) and will never be passed to third parties for their use.
- Unless you indicate (stated) you allow us to use your image for publicity in different types of communication.
- By placing an order with us you agree to and accept these terms which are subject to the laws of England and Wales. These do not affect your legal rights.

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Registered in England and Wales: company number 9161711