



# The Bedford Language Centre

## Language & Culture Provider

### Terms & Conditions (Updated September 2017)

- Enrolment & full payment should be received before the beginning of the course for which you have been accepted. Pay as you go payment will be accepted only at the manager's discretion. Fees are not subject to VAT.
- Prices for group lessons are based on a minimum of 6 and a maximum of 12 students (in the case of family courses, minimum 6 maximum 12 families). If groups are smaller than 6 then the tariffs will be revised.
- We allow mobility between lessons for you to get the best from our good range of times and locations. If you book a course knowing that some of the lessons will be attended during day time and some of the lessons during the evening time, the cost of that course will be always the higher in price.
- In the event of cancellation on your part 7 days or more before the course starts, your payment will be refunded, minus a £25 cancellation fee administration.
- In the event of cancellation on your part after the course has commenced no refunds will be granted.
- 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 advertised but the viability of courses is based on minimum numbers attending and the availability of tutors, venues etc. We may alter or cancel a course if for example there are insufficient enrolments (group lesson 6 or more students) or 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. 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.

The Bedford Language Centre Ltd.

Tel: +44 7985 113996

51 Aylesbury Road, Bedford, MK41 9RH

Web: [www.bedfordlanguagecentre.co.uk](http://www.bedfordlanguagecentre.co.uk)

Registered in England and Wales: company number 9161711