

# **Terms and Conditions**

#### **Enrolment**

Students wishing to enrol on a beginners course can do so directly. Students wishing to enrol on Improvers or Advanced courses must meet for an initial assessment of skill before joining a group.

## No tolerance policy

We will treat all students fairly and with respect and operate within a policy of equal opportunity and anti-discrimination.

We expect that teachers will be treated with respect by students and reserve the right to withdraw services where incidents of unacceptable behaviour arise.

## Special consideration/Requirements/Medical history

It is the student's/parent/carer responsibility to disclose to BSL Go! if they have any special requirements, disabilities, illnesses or any other medical condition which may affect their participation in the classes or accessing materials.

Reasonable adjustments will be made wherever possible.

This information will be protected under the GDPR policy guidelines.

### **Price Structuring**

We endeavour to keep costs down to a minimum and remain competitive and fair. But course prices are subject to change at any time due to increases in management fees/room hire charges etc.

Our prices are calculated to accommodate all learning material (beginners), tutor time and events where the group is participating.

Students requesting additional or repeated feedback outside of class may be charged.

Private 1:1 tutoring for the purpose of catching up or consolidating learning can be arranged at a cost of £40 per hour.

#### Refunds

Payments made are non-refundable except in exceptional circumstances.

## **Lesson cancellation by BSL Go!**

Occasionally it might be unavoidable for a class to be cancelled. Under normal circumstances this will be planned in advance and charges adjusted accordingly. However, in a short-notice situation, all students will be contacted and informed. The cost of the cancelled lesson will be deducted from the fees for the following payment period. If a substitute teacher is available the lesson will go ahead.

(schools not included as pay termly for minimum 10 sessions)

#### **Course payments**

**Beginners course** – payable in advance (full amount)

<u>Improvers/Advanced course</u> – Payable in advance every half-term

School groups - Payable in advance every term

**Private students** – Payable in advance

## **Intellectual property rights**

Handouts and workbooks are the intellectual property of BSL Go! and must not be copied and distributed.

#### **Course Structure**

The courses available are structured around the competencies required when following a formal qualification course. However, there is flexibility in the courses and additional material and withdrawal of material may occur from time to time as course amendments occur.

#### Also available:

- Complaints policy
- GDPR policy
- Equal Opportunities policy
- Risk assessments
- (for school children in after school clubs) Collection of child policy