

## Danskbureauet's Course Conditions

### For all courses

- The duration of a lesson is 45 minutes
- A class is minimum 2 lessons long (1.5 hours)
- Courses are held between 8am and 8pm on weekdays and during the day on Saturdays
- All prices are subject to 25% Danish VAT (note: private persons do not pay VAT)
- Payment must be received in advance: at enrolment or on receipt of the invoice
- Enrollment is binding for the total amount of lessons paid for
- Danskbureauet reserves the right to cancel a course and refund the prepaid course fee

### Private lessons following a *flexible* schedule

- Minimum requirement of 20 lessons per enrollment
- Lessons paid for must be used within a year from the date of payment. Lessons not used can be transferred to another person on the same address or at Danskbureauet's premises for use within the same period
- Cancellation must be made via email directly to the assigned language consultant before 12 noon on the day before the scheduled session. Sessions on a Monday must be cancelled before 12 noon on the preceding Friday. If cancelled at a later stage, the session is considered used
- A language consultant is assigned to the student; however, replacement language consultants will, whenever possible, be offered to meet the student's time requests or in case of illness et al.

### Private sessions following a *fixed* schedule

- A minimum requirement of 20 lessons per enrolment according to a previously agreed schedule
- Lessons not used can be transferred to another person at the same address or at Danskbureauet's premises for use within the agreed schedule
- Sessions already scheduled cannot be cancelled nor changed after payment and/or course start
- In case the assigned language consultant becomes ill et al., a substitute consultant will be assigned

### Open teams

- An open team requires a minimum number of enrolled participants. If fewer participants have signed up, the course will be effectuated with shorter sessions. There is a maximum of course participants per team. In the event of an insufficient number of enrolments, Danskbureauet reserves the right to cancel the course one week before the course start. On the website, it shows how many enrolled participants are needed for each course and with which number of participants the course is held with fewer lessons