

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 8 a.m. and 8 p.m. on weekdays and during the daytime on Saturdays.
- All listed prices are subject to 25% Danish VAT (note: private individuals do not pay VAT).
- Payment must be received prior to the course start: at the time of enrollment or upon 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

- Lessons paid for must be used within a year from the date of payment. The validity period of the lessons will however expire no later than one year from the course start.
- Lessons not used can be transferred to another person for use at the same course address or at Danskbureauet's premises within the same period.
- Cancellation must be made via email directly to the assigned language consultant before 12 noon on the weekday before the scheduled session. Sessions on a Monday must be cancelled before 12 noon on the preceding Friday. If cancelled later than listed above, the session is regarded as held.
- A Danish teacher is assigned to the student; however, replacement teachers 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 – including intensive courses (Full immersion)

- A minimum requirement of 20 lessons per enrollment following a schedule which has been agreed upon in advance.
- Lessons not used can be transferred to another person for use at the same address or at Danskbureauet's premises within the formerly agreed schedule.
- Scheduled tuition following a fixed schedule can, upon payment and/or course start, at any given time be re-organized into tuition with a flexible schedule resulting in a corresponding downward adjustment of the total number of lessons.
- In case the assigned Danish teacher becomes ill et al., a substitute consultant will be assigned.

Open groups

- An open group requires a minimum number of enrolled participants. If fewer participants than the listed minimum have signed up, the course will be effectuated with shorter sessions.
In the event of an insufficient number of enrollments, Danskbureauet reserves the right to cancel the course one week before the course start. On the website, there is exact information on how many enrolled participants are needed for each course and with which number of participants the course is held with fewer lessons.