

Course and payment conditions

When signing up for private lessons

General conditions for private lessons

- 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.
- Payment must be received prior to the course start: at the time of enrollment or according to the invoice.
- Enrollment is binding for the total amount of lessons paid for.
- Changes in course location and teacher substitution as well as extension of course duration due to illness or the like do not entitle an annulment/refund.
- Danskbureauet reserves the right to cancel a course and refund the prepaid course fee.

Conditions for Private lessons following a *flexible* schedule

- The validity period of the lessons expires one year from either the date of payment or the date of the first lesson, whichever comes first.
- 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 of a class must be made via email directly to the assigned teacher before 12pm (noon) on the weekday before the scheduled class. If cancelled later than listed above, the class is regarded as held.
- Normally, one 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.

Conditions for private lessons following a *fixed* schedule – including intensive courses (Full immersion)

- A minimum requirement of 10 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, 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 teacher becomes ill et al., a substitute consultant will be assigned.