

Terms and Conditions for Languages for All Short Courses

- All language courses include 12 contact hours divided into 8 weekly 90-minute sessions. They take place term-time only; we have two main sessions: 'Autumn' in October-December & 'Winter' in January-March. We may run a 'Spring' session with a more limited offer in April-June.
- Enrolment for a session is only possible until the first week of said session. Any enrolment received later than one week after the start of a course will be considered as an enrolment for the following session (unless specifically agreed with the Languages for All team).
- The courses will be taught in person, on campus. Rooms will be announced prior to the start of the course (generally the week before).
- Should an exceptional circumstance force us to cancel a class for one week, extra arrangements will be made to make up for the total number of hours. Similarly, classes falling on a bank holiday will be rescheduled to a later date.
- All courses have their own 'Moodle' page to which you will be granted access before the first class, and where students will find the course documents.
- The courses are designed to equip students with communication skills in the foreign language of your choice (Arabic, Dutch, French, German, Italian, Korean or Spanish), relevant to the level (and in accordance with the CEF levels).
- There will be no formal assessment and no examination, though the tutor will set weekly tasks and provide feedback when appropriate. The more students are able to put in, the more they will be able to get out of the course.
- Students may also be asked to purchase a **text book** for the course they have signed up for. They will be notified prior to the start of the course, generally the week before.
- If they successfully complete 70% of the course (i.e. attend a minimum of 6 classes) students will be awarded a Certificate of Attendance issued by the School of Global Affairs. No exceptions can be made to this rule.
- Courses will only run if sufficient numbers of students enrol. In the case of cancellations, those affected will be refunded **in full**. If students decide to drop out of the course, we can only give a refund **within the first week** of the start of the course. In that case however, we will have to charge a **£10 administration fee**.