

SOAS Language Centre Terms and Conditions for Group Courses

Fees

All fees are to be paid in full prior to the start of the course. Fees are exclusive of course material.

Company Payments

Students sponsored by their employer must supply an official purchase order or a letter confirming that the company will be responsible for payment of the fees. An invoice will be issued.

Please ensure that the purchase order or letter accompanies the application form. Failure to do so will result in withdrawal from the course and/or the student becoming liable for payment immediately.

Cancellations and Refunds

Our classes require a minimum number of students. For this reason we regret that fees are not refundable later than 5 working days prior to the start date of a course. Also, no partial refund can be granted for classes not attended. SOAS Language Centre cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance.

All cancellations and requests for refunds must be received in writing (including email) by the Language Centre at least 5 working days before the beginning of the course. The following charges will apply:

- If received more than 10 working days before the start of the course, 10% of the total course fee;
- If received between 10 and 5 working days of the course starting, 30% of the total course fee.

Fees will be fully refunded if a course is cancelled due to an insufficient number of students, or for any other reason beyond our control.

Rules and Regulations

All students must undertake to comply with such rules and regulations as may be required by the School. The School requires students to obtain an ID card and to kindly refrain from smoking while on the premises. Friends or other persons who are not enrolled are not permitted to sit in on classes. SOAS Language Centre reserves the right to refuse admission.

Notification

Once acknowledgement of payment has been received applicants should assume that their course will run as scheduled unless advised to the contrary. In the event of a course being cancelled applicants will be informed no fewer than 5 working days prior to the scheduled start date of the course.

These terms and conditions may be subject to change without prior notice. The current version of our terms and conditions can be found on our web site at www.soas.ac.uk/languagecentre and replaces any previous versions with immediate effect.

Discounts

Students and staff at SOAS

The SOAS Language Centre offers discounts to students (both current and alumni) and staff. **SOAS students (current) and staff are entitled to a 25% reduction** on the full fee for scheduled evening/weekend and summer courses. **SOAS students (alumni) are entitled to a 10% reduction** on the full fee for scheduled evening/weekend and summer courses.

Discounts are available on scheduled courses only. They are not available for one-to-one or tailored group tuition. In all cases where a discount is being requested, ID cards or proof of alumnus status must be produced.

Students and staff at constituent colleges of the University of London

The SOAS Language Centre offers discounts to students and staff at constituent colleges within the University of London. **University of London students and staff are entitled to a 10% reduction** on the full fee for scheduled evening/weekend and summer courses.

See list of [constituent colleges](#) eligible for discounts.

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