GENERAL

• On formalising enrolment onto a course and accommodation students accept the General and Payment Conditions and Payment method

• The company may change courses, timetables and prices at its discretion without prior notification. The client is entitled to a full refund of tuition fees if the company is not able to offer the requested course.

• Pavlas Tutorial Institute accepts no responsibility whatsoever for students actions. The company assumes no responsibility for accidents, theft or injuries during the client’s stay with the company other than that required by Cyprus law.

PAYMENT CONDITIONS

• An advance payment of 150 € is required at the time of the booking that is deducted from the total price. In the case that the student needs an invitation letter in order to obtain the VISA to enter Cyprus, advance payment of the total amount (course and accommodation fee) is due.

• Students who choose accommodation with Pavlas Tutorial Institute will be required to sign a credit authorisation to the amount of 100 Euros for a single room and 50 Euros for a shared room on arrival. Any loss or damage that is attributed to the student will be deducted from this amount.

• You will be held responsible for bank charges.In the event that the bank charges us a commission,we will include this cost in your total fee.

COURSE

• The minimum age for attending Pavlas Tutorial Institute is 16 years.

• The school will give no refunds if a student starts the course later than the specified enrolment dates; if he/she misses any part of the course due to personal reasons, including illness; or if the student leaves the class before the end of the course.

• If requested a class of 2 can be formed for the same price but with fewer hours per week.

HOLIDAYS

• There are no classes on public holidays and course days that fall on public holidays will not be rescheduled, except:

        - In the event that there are two holidays within one week, in which case one day of classes will be made up at a later date

CANCELLATIONS

• When a course cancellation is received 4 weeks or more before the course is due to start, Pavlas Tutorial Institute refunds 50% of the advance payment.

• For cancellations received with less than 4 weeks notice, the advance payment is non-refundable.

• All students who wish to cancel their programme (course and/or accommodations) prior to their arrival should notify Pavlas Tutorial Institute in writing by email : karinchimo@hotmail.com Cancellations not received by e-mail will not be accepted.

• Once the elected English or Greek course has begun, the student will not be entitled to any type of refund.

• Pavlas Tutorial Institute cannot be held responsible for cancellations due to health or personal issues.

CHANGES

• A fee of 30 euros will be charged for changes made to the booking one to two weeks before the expected arrival date.

• A 30 euro administration fee will be charged to cover changes made to course or accommodation options after arrival.

INSURANCE

• Students are not covered for any illnesses, accidents or loss of personal property (either at in the accommodation or in the school). Pavlas Tutorial Institute recommends that students obtain their own insurance policy and medical insurance policies.