

E-polyglots school regulations

These Regulations specify the rules, scope and conditions for participation in classes individual at the E-polyglots Language School.

The parties involved

1. E-polyglots Language School is owned by E-kaliteri LTD, based in the United Kingdom, Unit 4e, Enterprise Court, Farfield Park, Manvers, Rotherham, South Yorkshire, England, S63 5DB, hereinafter referred to as E-polyglots.
2. Persons who have read these regulations and have signed an agreement to participate in the course organized by E-polyglots are hereinafter referred to as Students.

The scope and form of services rendered

1. E-polyglots organize the following types of classes:
 - Individual classes - these are pre-defined and paid-for classes hours.
 - Individual online classes - these are predetermined and paid classes the number of hours that take place via study programs remote - such as ezTalks or Skype.
 - Individual long-term classes - these are classes with payment monthly, without a predetermined duration.
 - Individual long-term online classes - these are classes from monthly payment, without a predetermined duration, taking place via distance learning programs - such as ezTalks or Skype.
3. The duration of the lesson is determined by the contract.
4. The condition of starting the classes is to record the payment.
5. Live courses take place at the location agreed with the Student. It is possible to organize classes at the location proposed by the Student or one of the E-polyglots places. E-polyglots / Lektor has the right to refuse to conduct classes at the location substandard safety and efficient work.

Rights and obligations of the Students

1. E-polyglots students have the right to submit objections or requests by the means by email to info@e-polyglots.com.
2. Students of the course are required to make payments for the course on time according to the Payment Schedule attached to the contract.

3. The student has the right, in special situations, to postpone the deadline classes. In such a situation, the Lector's consent is required. Postponement of the deadline classes must be notified minimum 48 hours before the planned date classes if. If classes are not canceled within the time limit, classes is considered to have been carried out.
4. For online classes, the student is required to install a also test the application before the first class.
5. The student undertakes to: actively participate in classes, comply with it to the Lector's recommendations.
6. The student has the right to obtain information on the accomplished progress in science.
7. The student is obliged to appear in class on time. In case of late classes will not be extended, and when unannounced lateness exceeds 15 minutes, it is recognized that the student will not come, and classes will be considered completed.
8. In the case of live classes, the student must comply health and safety regulations while staying in places where they take place classes organized by E-polyglots, as well as leaving a place in cleanliness and order.

Rights and obligations of E-Polyglots

1. E-polyglots organizes classes with due care for quality and efficiency classes.
2. The management of E-polyglots is required to consider requests and objections without unnecessary delay and, if justified, take appropriate steps and actions and inform the student only by e-mail about the decision in not later than 14 business days from the date of receipt of the application.
3. In special cases, E-polyglots has the right to change the Lector teaching the class.
4. If the Lector cannot conduct classes, the School is obliged to set a new date to do the homework or arrange a replacement with another Lector.
5. E-polyglots are obliged to inform the student about the eventual one cancellation of classes 24 hours before planned classes. In exceptional cases (such as: sudden illness, accident or other event random) E-polyglots reserves the right to cancel classes without keep the 24-hour deadline. Cancellations will be by phone,

by text or e-mail.

6. E-polyglots have the right to refuse a student further education in the case frequent cancellation of classes.

7. The E-polyglots reader will send materials electronically to self printing.

Payment terms

1. Language courses are exempt from VAT pursuant to Article 43(1)(b) of Directive 2006/112/EC. 28 VAT Act 2. The course fee is paid in advance. The student can choose the following payment methods for the course packages:

- a) bank transfer to the bank account of the School, the number will be given in the offer depending on the chosen payment currency,
- b) a quick transfer (paybylink) via the TPay external payment system, operated by the National Payments Integrator S.A. ul. St. Marcin 73/6 61-808 Poznań,
- c) credit cards operated by Elavon Financial Services Europlex Building, ul. Puławska 17, Warsaw 02-515 Polska.

3. Lack of timely payment for classes within the prescribed period may constitute the basis for their suspension until payment for the course and suspension in the rights of the Listener, as well as the calculation of statutory interest.

4. If the student is not present in class and has paid for it in advance, he cannot get a refund. A special case is considered to be long-lasting Listener's disease - then a confirmation document is required.

5. Invoices for payments for classes are issued at the student's request. Listener should declare their willingness to receive such an invoice before paying the fee.

6. In the event of an increase in independent costs, E-polyglots reserves the right to increase fees. The increase will not be higher than 15% annually. Listeners will be informed of this fact with monthly in advance. This point applies only to classes individual long-term and individual long-term Online.

7. Discounts and rebates cannot be combined, unless the regulations of the promotion state otherwise.

Termination

1. Students have the right to resign from classes - with one month's notice of termination effective at the end of the month - by sending a signed resignation by email. The resignation form is available on the following website E-polyglots. Signed resignation scan should be sent to the following e-mail address info@e-polyglots.com.

2. In case of cancellation of the course, the student is obliged to pay for the used part of the course and for the classes falling within the next 30 days from the date of written cancellation. The settlement shall be made on a pro rata basis. Provided that the basic price of the course does not include any discounts or rebates.

Final provisions

1. Making the payment and signing the contract is tantamount to accepting the regulations of E-Polyglots by the Student

2. The administrator of personal data is E-kaliteri LTD.

3. The collection and processing of personal data shall be carried out in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). The protection of students' personal data is in accordance with the GDPR policy and the information provided on the website <https://e-polyglots.com/pdf/dokumenty/Privacy-Policy-E-Kaliteri-LTD.pdf> .

4. E-kaliteri LTD collects and processes students' personal data: name, surname, telephone, e-mail address, address of residence and ID card or passport number, SKYPE ID. This data is necessary for legal procedures, contact with students and conducting lessons.

5. On the basis of the relevant consent contained in the agreement, the above data are also processed for marketing and statistical purposes in accordance with the policy of GDPR <https://e-polyglots.com/pdf/dokumenty/RODO-in-E-Kaliteri.pdf> .

6. Students shall have the right to access and correct their personal data. 7. Any outstanding issues shall be governed by the relevant provisions of law, including in particular the provisions of English law. 8. E-kaliteri LTD reserves the right to make changes to the regulations. Students are informed about the changes one month in advance by e-mail.

9. The Regulations are effective as of 01.07.2019