

RULES AND REGULATIONS

The registration deadline is one week before the class starts. By that time, we must have received the signed registration form with the check attached. A late fee of \$ 30 is charged in the case of any registration after this deadline or in case of late or returned checks.

REGULAR CLASSES	
<p style="color: red;">Cancellation by Participants</p> <p>There is a non-refundable registration fee of \$30. Refunds will include tuition except for the non-refundable \$30 registration fee and the \$30 late fee. Refunds will be issued only to participants who cancel in writing by FAX: 713-807-0190 or by email language@glchouston.com one week after class has started at the latest. We cannot grant refunds for registrations received after the refund deadline. Once a student has registered, the entire tuition amount is due and non-refundable, if we do not receive a cancellation by the refund deadline. We cannot prorate classes or transfer unused class time to another semester.</p>	<p style="color: red;">Cancellation by German Language Center</p> <p>In the event that GLC cancels a course, all students will be notified by the first day of classes. If we are unable to place you in an alternate course, all payments will be refunded in full.</p>
INDIVIDUAL INSTRUCTION	
<p style="color: red;">Cancellation by Participants</p> <p>There is a non-refundable registration fee of \$30. Refunds will include tuition except the non-refundable \$30 registration fee and the \$30 late fee. Refunds will be issued only to participants who cancel in writing by FAX: 713-807-0190 or by email: language@glchouston.com one week after class has started at the latest. In order to cancel or to reschedule an individual instruction without a penalty fee, we must receive a phone call: 713-524-0346 or an email: language@glchouston.com 24 hours prior to the class session.</p>	<p style="color: red;">Cancellation by German Language Center</p> <p>In the event that GLC cancels an individual instruction, students will be notified 24 hours prior to the class session. If we are unable to reschedule this session at the student's convenience, the fee for the instruction will be refunded in full.</p>
GOETHE-INSTITUTE EXAMINATIONS	
<p style="color: red;">Cancellation by Participants</p> <p>There is a non-refundable registration fee of \$30 and the late fee of \$ 40 (if applicable). Refunds will be issued only to participants who cancel in writing by FAX: 713-807-0190 or by email: language@glchouston.com two weeks prior to the examination date.</p>	<p style="color: red;">Cancellation by German Language Center</p> <p>In the event that GLC cancels an examination, participants will be notified one week prior to the examination date. If we are unable to reschedule this examination at the participant's convenience, the fee for the examination will be refunded in full.</p>