

My Cup of Tea Language School
 Carrer Rector Ubach 13, 08021, Barcelona
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General contract and agreement

Introduction

My Cup of Tea Language School (MCOTLS) is a private school with a contextual learning methodology.

We believe that any new language is best learnt the same way as the native tongue, naturally and intuitively.

MCOTLS works with a range of students; children, teenagers, university students as well as adults and businesses.

It is committed to offering all of their students an engaging and enjoyable learning experience whilst learning their chosen language.

This is achieved by:

- undertaking an initial informal assessment of the student
- using this knowledge to plan an interesting and engaging programme
- providing exceptional teaching experiences
- ensuring that all students are shown care and empathy during their sessions and encouraged to immerse themselves in the language being learnt

Overview

Classes are available for all students from **08:00-21:00** Monday to Friday and **10:00-14:00** on a Saturday.

Individual students

To become a student at MCOTLS there is an initial 40€ matriculation fee; this registers the student, provides an English fiction or grammar book (dependent on the student's level and personal choice) and access to the school during the core hours of 10:00-14:00 and 16:00-20:00.

The registration form and the general contract and agreement (both are available in English, Catalan and Castellano) are to be completed and the matriculation and monthly fee paid at the time of registration.

Subsequent payments for all group classes must be made at the end of each month;

e.g. the April payment must be made by April 1st.

Individual and paired classes must be paid for on the last class of the 'paid' month.

e.g. if the last class is on the 29/6 then July's classes must be paid for on that day.

Payment can also be made in person at MCOTLS; a written receipt will be provided, for all private 1:1 class. Payment is to be made on a monthly basis, with the following month paid at the last class of the previous month.

- Individual classes' monthly payment will vary according to the number of weeks in the month; there is a minimum of 10 classes/weeks commitment.
**Buy 15 classes, get 30 minutes free*
**Buy 20 classes, get 1 class free*
**Buy 25 classes, get 2 classes free*
- Group classes (1.0 hour, 1.5 hours or 3.0 hours per week) and paired classes (1 hour or 1.5 hours per week) monthly payment will be the same every month; regardless of the number of weeks in the month; there is a minimum of a trimester's commitment.
- Non-attendance notice for private classes must be made at least 24 hours in advance in order to be able to use your 'once a month' change option. The day and time of the missed

class must be mutually convenient for both the student and the teacher. MCOT will ensure flexibility in this case.

- No group classes can be recovered due to absence; but we do appreciate knowing, in advance, if students are not able to attend.
- If the teacher is not able to attend the class, the school is committed to provide a replacement teacher or to reschedule the class at a time mutually convenient.
- The prices will increase annually in September by at least 5%.

When you feel you have completed your course of lessons and you no longer wish to attend MCOTLS, a minimum of two weeks' notice must be given, to the Director. This is for all students regardless of their status or the classes they attend. (i.e. child, student or adult attending a group, paired or private class).

Business partners

If you would like MCOTLS to work with your business or with you in a professional capacity, then please contact the Director Jane Wood-Chambers who will be able to discuss the range of options available for your company or for you as a professional.

Terms and Conditions

In reference of the RDL 1/2017 of the consumers & users, the student can cease the contracted services within seven business days from the signing of this document, without any cost for the student, except for the classes that were received during this term.

By applying the "Ley Orgánica del 15/1999 de Protección de Datos de carácter personal", your personal data will be incorporated in our database, therefore the student would be able to receive information from us, & has the right to access, cancel &/or rectifying these data.

I have read and understood the above general contract and agreement	
Signed parent of the student or student	
Signed by MCOTLS	
Dated	
Copy for parent of the student or student	
Copy for MCOTLS	

Price list September 2020-August 2021

Per month for each student

*** 40€ matriculation fee; this registers the student, provides an English fiction or grammar book (dependent on the student's level and personal choice) and access to the school during the core hours of 10:00-14:00 and 16:00-20:00.**

	Group Classes 1 hour per week	Group Classes 1.5 hours per week	Group Classes 3.0 hours per week	Paired Classes 1.0 hour per week	Paired Classes 1.5 hours per week	Private Classes	Private Classes off-site
	per month	per month	per month	per month	per month	per hour	per hour
Children	65€ (3-7-year olds or when a class has less than 3 students)	65€	120€	65€	85€	25-40€*	30-45€*
Adults	65€	95€	170€	85€	115€	30-80€*	35-85€*

- **All classes take place between the hours of 10:00-20:00, MCOTLS on C/Rector Ubach 13, 08021 Barcleona, unless otherwise stated.**
- **An additional 5€, per hour, applies for all lessons undertaken at the home of the student (off site)**
- ***price depends upon the teacher, the needs of the individual student and the programme specifically developed**