

## Range of services

1. The Organizer conducts individual or group courses of Polish as a foreign language at various levels: A1-C1, in accordance with the School's current program.
2. Courses are conducted online via the Google Meet platform or another platform selected by the teacher (e.g., in case of technical issues). The meeting link will be sent to the student's email or phone number a few minutes before the scheduled start of the class.
3. Each class session lasts 60 minutes.
4. All educational materials provided during the course (except textbooks) are included in the course package price.
5. A OneDrive folder is created as part of the course, where all educational materials (presentations, text files, assignments) are shared. The student will automatically receive access to the folder via an emailed link. Access to the materials expires on the last day of the course.
6. Upon course completion, the student may request a Certificate—free of charge in digital form or for a fee in physical form.

## Class Rescheduling

1. Every student has the right to reschedule an individual class to a different date, providing a reason. For group classes, all participants must agree to the new class date.
2. Rescheduling or cancellation of a class must be done at least 24 hours in advance. Classes canceled on the day of the session are considered attended. (Cancellation is considered effective if the student sends the request to the appropriate email or phone number within the proper timeframe and ensures it has been received.)
3. Canceling classes more than three times within a purchased package may result in the School's decision to limit further cancellations.
4. If the student is late, the class will end at the originally scheduled time. Unannounced tardiness exceeding 15 minutes may result in the class being considered attended, depending on the teacher's decision.
5. There is no refund for a student's absence in group classes.



## Payments

1. After confirming enrollment, the student must provide their personal information (name, surname, address) or company information necessary for issuing an invoice.
2. The client agrees to pay the course fee no later than 3 days before the start of the course.
3. The fee for continuing the course with a new package may change, for example, in the case of a change in the number of students.
4. The purchased individual course must be completed no later than three months from the date of the first lesson unless otherwise agreed upon. Unused lessons after this period are non-refundable. Refunds for unused lessons after the course has started are not possible.
5. After paying for the course, it is not possible to withdraw, but it is possible to change its date according to the applicable rules.

## Changes to the Terms and Conditions

The Organizer reserves the right to modify the terms and conditions during the course of cooperation. Students will be notified of any changes in advance.

Any comments regarding the courses should be directed to [learn.polish@polight.pl](mailto:learn.polish@polight.pl).

By filling out the application form or signing the contract, the student agrees to the processing of their personal data in accordance with the information on data processing.

