

# English practice lessons – course details and terms and conditions

- The classes are General English lessons taught by trainee teachers, supervised by an experienced teacher trainer. There are usually 5 trainee teachers in each class.
- Please note these English classes are not taught by professional teachers. The trainee teachers are learning to teach and have not yet qualified.
- Each group studies together for 4 weeks and classes include grammar, vocabulary, reading, writing, listening and speaking.
- Classes are sometimes filmed for educational purposes.
- There will be no classes on days where the course includes a bank holiday.

## Fees, bookings and refund policy

- Classes cost £65 per 4 weeks for the afternoon classes and £25 per 4 weeks for the evening classes.
- All bookings are subject to availability and must be done in person. It is NOT possible to make reservations by phone.
- Students who attend 80% of lessons on each course will receive a certificate of attendance and a £10 discount for the next course booked.
- Course payment can be made in cash or by card.
- There are no refunds after you have registered. If you cannot attend your classes, it may be possible to retain your fees as credit for future classes.
- You cannot transfer to a different class, except with the permission of the Practice Lessons Co-ordinator.
- If you do not attend regularly, you will lose your place and will be removed from the register, with no refund.
- If there is no space at your level, we will record your name, level and email on a waiting list, and will contact you if a place becomes available. There is no guarantee that students on a waiting list will receive a place.

## Office Opening hours

Monday:	2.00pm-4.00pm
Tuesday:	3.00pm-6.15pm
Wednesday:	2.00pm-4.00pm
Thursday:	CLOSED
Friday:	2.00pm-4.00pm

- For information email [english.lessons@ihlondon.com](mailto:english.lessons@ihlondon.com).
- Please note at busy times it may take a few days to reply to your emails, for urgent requests please visit the school at the above hours.