

SCHOOL POLICY

In order to assure the good performance of this Center and the correct organization of the student body, the following points of our policy must be understood, respected and followed.

- 01 The registration in this Center implies the payment in advance of one full month of the class that has been chosen.
- 02 **The payment of all classes will be due during the first 5 days of each month.**
- 03 In accordance with the 13th of May order(1999),the 3rd of June order (2003)and the 9th of July order(2003),school support classes will be extended till the 30th of June.
- 04 School support classes start on the 1st of October and end the 30th of June.
- 05 Any class (English, Spanish, etc.) could be cancelled if there is not at least 4 students per class.
- 06 When a student registers in this Center (except from July to September), he or she will have to pay the running month and the registration fee for the class that he or she want to attend. If the student remains until the month of June, this month will be free of charge; on the contrary, if the student decides to drop out before the 30th of June, he or she will loose the registration fee. For languages curses has to be told two months in advance.
- 07 **Private classes must be paid for in advance by monthly payment. Hours lost by cancellation or non attendance of the student will not be recoverable unless the cancellation is made a minimum of 24 hours before the class is due to take place. Classes wich are cancelled due to teacher absence are recoverable.**
- 08 No discounts will be made because of absence on student's part.
- 09 The winter and summer schedule will be different. Óptimus Academy closes in the afternoons during July and August.
- 10 Those classes where the teacher finds convenient to complement the instruction with photocopied material, a 20€ annual fee will be added.
- 11 In accordance with the provisions of the LOPD (Data Protection Act), ALPRUTH XANADU SL with CIF. B93728301, will ensure that all necessary measures are in place to protect your rights and privacy with regard to personal information. Please be advised that certain information will be kept on file for administrative purposes. To comply with the law, information about individuals will be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. You have the right to cancel and challenge any personal information held in CC Diana, 1.16. CP 29680 Estepona.