

1. General terms and conditions of participation in evening and Saturday classes

The courses shall run for a fixed period of 12 weeks. No notice to terminate may be given during this period. Once the 12 weeks have passed, a course shall be extended indefinitely, unless written notice to terminate the contract reaches the course organiser's office no later than one week before the course is due to end. Starting with the point in time at which the course was extended, notice to terminate may be given at any time; the period of notice shall be 11 weeks.

Once the first 12 weeks have passed, an agreement may be made for a longer continuation course with a fixed period of over 12 weeks or a shorter fixed period of 4 or 8 weeks. If a fixed period of under 12 weeks has been agreed, there may be no termination subject to a period of notice.

The fee for each 12-week course shall be paid in advance. At the client's request, a monthly mode of payment may be agreed once the first 12 weeks have passed. In the case of a monthly mode of payment, the fee shall be in accordance with the price list handed over to the course participant.

One lesson shall last 45 minutes and a double lesson 90 minutes.

If a person is unable to participate in a lesson, this shall not release the person from the obligation to pay the fee due in accordance with the price list.

There shall be no reimbursement of fees and no substitutes for lessons not attended, nor shall there be reimbursement of fees or substitutes for lessons that failed to take place, not even for lessons that failed to take place on account of public holidays, Shrove Tuesday (*Karnevalsdienstag*) and the day previous to Shrove Tuesday (*Rosenmontag*). Fees shall be due for the Easter holidays (one week) even if no lessons are held during this time.

During the main summer holiday period (June, July and August), lessons shall continue to be held in accordance with the school timetable. The timetable shall be made known in good time and the participants informed by means of a circular letter. During the summer, a person participating in a course with a fixed period in excess of 12 weeks or a course with an indefinite time limit shall be granted an extension to the length of the course attended, providing the said person informs the school office of the dates of his or her personal holiday one week in advance of that person's first absence due to holidays from the group in which he or she is

participating.

Should a participant fall ill, and providing the participant supplies the school with a doctor's note, the lessons he or she is unable to attend will be credited to the participant as from the second week of his or her illness.

The directors of the school shall be responsible for setting up the classes, drawing up the timetable, as well as assigning teachers and students to the various classes. Should the number of students in a class fall below five, the directors of the school reserve their right to adjust the course fee or the number of lessons as well as their right to cancel the course or to amalgamate smaller groups.

2. General terms and conditions of participation in smaller groups or for individual tuition

One lesson shall last 45 minutes.

The tuition fee for the firmly agreed upon period of tuition and/or lessons shall be paid in advance.

Should a participant temporarily suspend his or her individual tuition and then fail to attend any of the lessons he or she has pre-booked within one year of the last lesson attended, the said participant shall forfeit his or her right both to lessons and to any reimbursement of fees.

Lessons may be arranged, changed or rescheduled solely with the prior agreement of the school office (not agreed with the teacher).

A participant shall inform the school office if he or she wishes to cancel or reschedule his or her next lesson no later than 7 o'clock in the evening of the day before the lesson, or by the same time on Friday if the lesson is to take place on a Monday. This rule shall apply to individual tuition and not to lessons in small groups. All lessons that are cancelled later than the prescribed time shall be paid for in full.

Should a participant fail to appear, the teacher shall not be obliged to wait longer than 30 minutes for him or her. Should a participant arrive late, he or she shall forfeit his or her right to the first lesson of the double lesson of tuition on the day in question.

3. General terms and conditions of participation in crash courses

Crash courses shall run for a fixed period of four weeks (German) or two weeks (English or French). No notice to terminate may be given during this period. The course fees shall be paid in advance immediately after the course has been booked.

The directors of the school shall have sole responsibility for setting up the classes, drawing up the timetable and assigning teachers and students to their relevant classes. Should the number of students in a class fall below five, the directors of the school reserve their right to adjust the course fee or the number of lessons as well as their right to cancel the course or to amalgamate smaller groups.