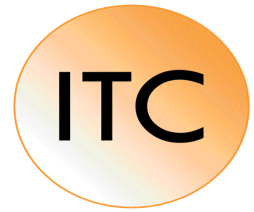




# Erasmus+



## Terms of service

Courses are provided by ITC International Tefl Certificate l.t.d. (ITC), base at Františka Křížka 1, Praha 7, 170 00, Czech Republic.

### General Conditions

The sending organization is required to inform ITC in advance before the requested course(s) are held about the intention to attend such a course.

ITC will then confirm the course availability, and confirm that the sending organization can send a specified number of participants to attend that specific course. The reservation of space on a specific course is confirmed and secured starting with the date the Training Agreement or Mobility Agreement is signed between ITC and the sending organization.

### Liability

ITC is not responsible for course participants health, safety, and/or general welfare, nor is ITC liable for lost, stolen, or damaged personal property.

### General Health and Medical

I understand that health and/or traveller's insurance to cover the course participants in the event of illness, accident, or death is the responsibility of the sending organization. The sending organizations agree to provide health and accident insurance and not to hold ITC responsible for health, injury, or death at any time prior to, during, or after completion of the course.

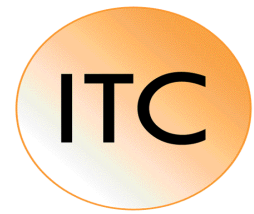
If any one of the course participants have a medical condition that could potentially affect the attendance, training, or the training of peers the sending organization will notify ITC in advance.

### Visas and Work Permits

The sending organization is responsible for obtaining the appropriate Visas, where required, for the course participants prior to the entrance to the course location country. If any course participant is required to obtain a Visa, the sending organization will contact the appropriate Embassy or consulate for conditions of the visa and obtain an appropriate Visa prior to the course participants entry. ITC will provide the necessary confirmation letter for the Visa process.



# Erasmus+



## **Safety**

It is the sending organizations responsibility to obtain information regarding the course participants general safety as it relates to travelling abroad and to obtain any such necessary notifications or warnings as they may relate to the course participants safety and travelling abroad. At no time shall the sending organization hold ITC responsible or liable for suggestions made or information provided with regard to the safety of a particular country or region of the world.

## **Course Requirements**

The sending organization agrees that all the course participants are to be punctual for every class, and for any such required meetings or assigned meetings that relate to their class work or which may not occur during the designated class time. The sending organization agrees to 80% attendance. Punctual attendance to all classes according to the schedule is sole responsibility of the participants. The sending organization understands that unprofessional manner, or manner that is not in accord with the local culture or environment, will be grounds for dismissal from the course without recourse thereof.

## **Accommodation**

ITC may assist the sending organization in arranging accommodation in any course location as the case may be. If the sending organization accepts the assistance of ITC in this respect, It has no recourse against ITC with respect to location, quality, cost, or otherwise as it relates to the place of residence of the course participants arranged by ITC.

ITC shall not be liable for any losses, damages, or injuries to persons or property that may occur at any accommodation arranged through ITC or otherwise.

In the event that sending organization chooses to terminate course participants accommodation prior to the relevant check out date, no refund shall be given.

## **Reservations and Scheduling**

Sending organization understands that after it receives the Erasmus+ project grant to attend any one of ITC courses the sending organization needs to contact ITC to confirm the course name, location and course dates. Once the course location and dates are confirmed and the Training Agreement or Mobility Agreement between ITC and sending organization is signed the reservation is final.

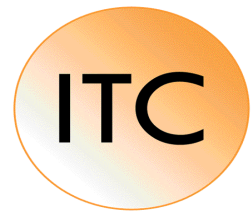
## **Payments**

The sending organization representative certifies that when he/she makes payments to ITC for any course, that he/she has been given the authority to act on behalf of the sending organization to request authorization of such transaction.

After the sending organization has signed Training agreement or Mobility agreement between the sending organization and ITC the sending organization is required to make the course fee payment(s) in any increment(s) and at any frequency that is convenient for the sending organization, providing that the entire balance is paid in full prior to the start date of the course.



# Erasmus+



Additionally, the sending organization is responsible for all damages or penalties that may be associated with the unauthorized use, transfer, or disclosure of credit or bank account information (e.g. charges associated with frozen funds, disputes, reversals, refunds, legal fees, court fees, or any applicable penalties).

### **Application and Applicant Background Information**

The sending organization will also provide ITC with the emergency contact information who is able to advise ITC about the management of the course participants welfare in the event of an emergency or situation where they cannot act on their own behalf. The contact information for that person shall consist of his/her telephone numbers, email addresses, and the postal mailing address where he/she may be reached. Additionally, the sending organization will not at any time hold ITC liable for the exchange of personal information between an authorized ITC representative and the designated emergency contact should such exchange be necessitated to promote course participants well-being.

All ITC's courses are conducted in English (B1). When the need for translation arises for a particular group then the group may have a customized class.

### **Conduct**

Before the training course, the sending organization agrees to inform the course participants to behave in a courteous and professional manner with their fellow trainees, trainers, administrative staff, or any person associated with ITC. Inappropriate conduct, abuse, or damage to school or vendor property will be grounds for immediate dismissal from the course and housing obtained from ITC. No refund or any portion thereof will be given. In such a case, the decision of the ITC director is final.

### **Force Majeure**

ITC is not liable for loss of tuition or other services due to factors outside its control. Refunds will not be made under these circumstances.

### **Promotional materials**

From time-to-time we may take photographs or videos for use in our promotional materials or for marketing purposes. You (or your parent/guardian if you are under 18) must inform us in writing before the course starts if you do not want to allow us to use such images.

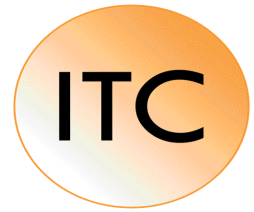
### **Information, Electronic Correspondence, and Brochure**

The sending organization understands that the information contained in all electronic correspondence, including the ITC web site, and in printed material is believed to be accurate. However, the sending organizations understand that it may be subject to errors, changes, omissions, availability of courses, or withdrawal of special offers without notice. It is the responsibility of the sending organization to contact an official ITC representative for periodic updates as terms of the courses offered are subject to change without notice.

Additionally, the sending organization understands that it is sole responsibility or responsibility of the authorized representative to check for all continuous email correspondence from an authorized ITC representative. All official correspondence shall be conducted via email unless the sending organization otherwise indicates in



Erasmus+



written form that this is not a suitable mode of communication. Should the sending organizations email address or pertinent contact information changes, It shall notify ITC within a reasonable amount of time.

**Governing Law and Jurisdiction**

These Terms of Service shall be construed in accordance with and governed by Czech law. Any action, claim or proceeding seeking to enforce any provision of, or based on or arising out of, these Terms of Service may be brought against any of the parties in the courts of the Czech Republic. By execution and delivery of these Terms of Service, I hereby irrevocably accept, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts and waive any objection to venue laid therein. Process in any action or proceeding referred to in the preceding two sentences may be served to me anywhere in the world.

*ITC is an equal opportunity educational, training, and teaching institution, which encourages diversity in applicants, trainees, trainers, and staff.*