

Terms and conditions



Welcome to Academia Latina language school!

We are very pleased to welcome you as one of our students. Academia Latina is a professional language school and recommended by Lonely Planet. We will do our best to help you improve your level of Spanish as much as possible. Our teachers are professional and we offer professional study materials to support you. Academia Latina is registered by the Chamber of Commerce and acts by Colombian law. As part of our professionalism we have some rules and guidelines.

All classes must be paid before the classes start. All classes take place in the morning, Monday to Friday. Our office is open on weekdays from 8.00am till 6.00pm.

IMPORTANT: By paying your classes you agree with all our terms and conditions. Academia Latina is not responsible, in any way, when you do not follow our instructions and/or guidelines.

You have to conform to the schedule of your classes when you start your classes. It is not allowed to change the times or the days of your classes or go somewhere else with your teacher, without approval from the management. Always ask us before you ask your teacher.

If you are sick or not able to come to class you have to tell us minimal **1 hour** before your class starts. Call at **421 9390**. Your classes will be postponed. If you do not show up on time or you do not leave any message by phone you will lose all your classes for that day. You will not get any refund. Do not leave messages by email to postpone your classes. If you leave your classes early, you will not get any refund.

If you have any questions about your classes or teacher, only ask the persons working in the office. Do not ask the other staff or leave messages with them.

We will not accept that you come drunk to your class or drink alcohol during your classes. Other students have the right to receive classes in an inspiring environment as well. It is prohibited to come to class without a shirt and to smoke inside the school building. We always keep the right to expel you from our school, in case you do not act or behave in a civilized way.

We will not accept that you insult our teachers or our staff. We are a professional language center and we treat everybody with respect. We expect the same from you.

Our teachers are loyal to us and we do not accept that you try to persuade them to give you personal classes outside our school. As part of our program we donate to charity. By doing so you deny extra aid to underprivileged children.

The management