

Russian Language Centre cancellation policy

- ✦ If you unable to attend a lesson, you need to inform the tutor at least 24 hrs in advance.

- ✦ If you inform the tutor about your absence less than 24 hrs in advance, you will be charged a fee equal to one hour's tuition.

- ✦ If you do not attend at an agreed time, and do not contact the tutor, you will be charged for the whole lesson as arranged.

- ✦ If you are running late for a lesson, please inform the tutor as soon as possible.

- ✦ All the above contact should be made by telephone

Sign _____

Print name _____

Date: ____/____/____