

General Programm Regulations - Language School

Admission & enrollment

Registration for a course of study is completed by sending in the signed application card. Your registration will be final when you receive written confirmation from the school office.

Course Fees

As a rule, course fees must be paid before the course begins.

No course fees will be reimbursed if the student leaves during the current semester. No discounts will be given for holidays, illness, military service and job-related absences. Classes, which are not attended, cannot be made up for. Costs for field/study trips, telc-examinations, textbooks and other learning materials are not included in the course fees. During semesters without textbooks, we charge CHF 20 in all courses per semester for learning material provided.

Courses, for which there is an insufficient number of participants, may be postponed or cancelled. In this case, we will inform you of other learning opportunities as early as possible. Any course fees already paid will be reimbursed.

Withdrawal

Each instance of withdrawal involves an administrative cost. A charge of CHF 200 (processing fee) will be imposed for withdrawals from 30 days to 1 day before the start of the course.

Expulsion from Course

The school's administration reserves the right to expel students from a course with good reason. The course fees will not be reimbursed.

Insurance

With the exception of public liability insurance, students are not insured by the HDS. It is the responsibility of the student to take out any other insurance.

Final Provisions

Students are bound by the exam regulations and must follow the administrative directives from the school's administration. We reserve the right to make changes in the interests of the students and the school.



St. Gallen, 4 May 2017