

**Institut Neo** offers one-on-one language classes at your own pace, whenever and wherever you choose, and tailor-made to meet your objectives.

## **Audience and Levels**

Our courses are adaptable to anyone who wishes to learn or improve their mastery of a language. They are suitable for people of all ages and levels and can focus on the oral and/or written components of the chosen language.

## **Days and Times**

You choose the day(s), the time and the frequency of your classes. Our teachers are available from 7 am through to 9 pm, from Monday to Saturday.

## **Location**

Your teacher will go to your home or work, anywhere within the Geneva canton. We do not have teaching rooms, but we are also open to having the classes in a café or in a quieter place of your choice in the town centre.

## **Duration**

You can also decide how long you would like your classes to be. We take as a measurement reference 45-minute sessions, but they can be longer than that (1h= 1.33 sessions, 90 min= 2 sessions, etc.)

## **Objective**

Our classes are geared towards your own learning objective, be it learning/improving your mastery of a language for work, obtaining a certificate, as a hobby, etc. In every case, we believe learning the culture of the language is key.

## **Learning Materials**

Your teacher will design your materials according to your objective, your learning pace, your abilities... They may choose to include exercises focused on communicative skills, on learning vocabulary, on mastering grammar and on discovering the culture. Yet, you can always choose to work with textbooks too.

## **Fees**

Our per-session fees decrease the more sessions you buy. Per-session fees:

Number of sessions (45 min)	Per-session price (CHF)	Total price (CHF)
10	70	700
20	65	1'300
30	60	1'800

Mobility fees: Free within the town of Geneva; CHF 10 in other towns outside Geneva

Learning materials fees: Free

Enrolment fees: CHF 75 (one-off payment)

## **Languages**

English, German, Arabic, Spanish, French, Italian, Japanese and Portuguese.



### **Changes to your schedule**

You can change the day, time and duration of your classes anytime, provided that you do so at least 24h prior to the time your class was meant to start. You can also change languages or teachers within the same package at no additional cost.

### **Expiration**

Your package does not expire. Yet, if after 24 months without taking any classes you don't [contact us](#) to confirm you wish to extend its validity, it will expire and you will have lost the right to taking any more classes.

### **Trial Class**

At Institute Neo we don't offer trial classes, but you are entitled to cancelling your contract within the 24 hours that follow your first class, and you will be reimbursed for the entire amount except the enrolment fee.

### **Renewal**

If after using all your package sessions you wish to continue with your classes, your package will be automatically renewed under the same conditions and for the same price you paid before. Should you wish to modify or cancel your contract, please [contact us](#) before your package is renewed.

### **Enrolment**

Before beginning your classes, please fill out, sign and send our enrolment form via [email](#).

### **Payment**

Payment for your package is due within the 30 days that follow your first class. Should you wish to apply to pay in instalments, please [contact us](#) before you enrol. Should payment be delayed, all charges for reminders and formal notice will be payable by the student (or their legal tutor).

### **Groups**

You can also learn a language with friends or colleagues. Please, [contact us](#) to organise group classes.

Please refer to our *terms & conditions* for further information.

### **Summary**

You can choose:

- your learning objective
- the time and day of your classes
- the duration
- the frequency
- the location
- the number of sessions (10, 20 or 30)

**Student**

Family Name:

Given Name:

Place and Date of Birth:

Nationality:

Job Title:

Telephone number:

E-mail address:

Languages Spoken:

Address:

**Classes**

Language classes:

Number of students:

Student's(s') level:

Starting date (date the first class is to take place):

Finishing date (where foreseen):

Class duration:

Location:

Day(s) and time(s) foreseen for the sessions:

Teacher:

**Course Objective**

- Learning / Improving Grammar Knowledge
- Learning / Improving Writing Skills (Understanding and Production)
- Learning / Improving Oral Skills (Understanding and Production)
- Learning / Improving Communication Skills
- Language Learning for Professional Purposes
- Passing an exam. Please specify which exam:
- Other:

What is your purpose for taking language classes?

- Work                       Study                       Travel                       Leisure

Please choose a package: a) 10 sessions b) 20 sessions c) 30 sessions d) Other.....

**Comments:**

Chosen Package Price:		CHF
Enrolment fees:	75.00	CHF
Learning Materials Fees:	0.00	CHF
Mobility Fees:		CHF
Grand Total:	_____	CHF

Please note that a 24-h notice is compulsory for all changes and cancellations. Should you fail to inform your teacher within that time frame, your class will be invoiced for. I have read and accept the terms and conditions and I commit to respecting these.

Signed in....., on.... /.... / .....                      Signature: