

# On-Line Courses

Trinity UK offers a variety of options to study on-line and get the best of our English UK, Beta and British Council certified quality and safety, both for junior and adult students. All our lessons are delivered by certified and qualified teachers that will help you achieve your target in a timely, friendly and professional way: an online assessment link will be sent to you and from there a tailor-made syllabus will be created to suit your learning needs. Hours are intended to be 60 minutes per hour.

Trinity UK has invested and still invests a lot of efforts and time to make sure to delivery quality teaching in a pleasant and very safe virtual environment: this is why all our staff and students are required to adhere to our Code of Conduct and respect the rules of our Netiquette we have published on our website and of which they receive copies.

## English for Young Learners (age 11-17)



General English



High-School Prep



Exam Preparation



English For Specific Purposes<sup>(a)</sup>

## English for Adult Students (age 18+)



General English



University Preparation



Exam Preparation



Business English



CV&Job Interviews Prep



English For Specific Purposes<sup>(a)</sup>

## On-Line Course - prices per person

No of Hours	1:1	2:1*	Groups **	ENROLMENT FEE
5	250,00£	220,00£	200,00£	50,00£
10	500,00£	420,00£	300,00£	50,00£
15	750,00£	600,00£	400,00£	50,00£
20	1000,00£	700,00£	500,00£	50,00£
25	1230,00£	860,00£	600,00£	50,00£

## Virtual Teacher Training Courses

- 20 Live Lessons of 60 minutes each
- Extra Self Study hours
- Learn in Groups of 6 teachers (required)
- Professional Trainers
- Tailored study material
- End Of Course Certification

450,00£

No enrolment fee

\*2:1 Courses are open to siblings, members of the same family or friends with a similar age and level of language. Syllabus will be the same for all participants.

\*\*Group courses require a minimum of 4 participants and allow a maximum of 8 participants. If you are an individual student who wants to be part of a group, we will try our best to accommodate you in of our formed groups. All members of the same group must have a similar age and language level. This could result into a longer wait for your course to start. Syllabus will be the same for all participants.

<sup>(a)</sup>Specific Purposes are intended to be linked to a specific working environment, industry or subject. Please get in touch with us for a free analysis of your needs and to find the most appropriate teacher for you.

Please read our Terms And Conditions below.



Trinityuk

## Terms & Conditions for On-Line Courses 1/2

Group classes require a minimum of 4 students of similar language levels and ages to run. We will also have a maximum number of 8 students in one virtual classroom, unless otherwise agreed. Teacher Training Courses require a group of 6 people to be started and run.

### Data Protection & Safety

- At Trinity UK we are committed to keeping your data safe and respecting your privacy. Your data will never be shared with third part companies. If you wish to receive further information, please download and read our e-Safety Manual at the following link <https://www.trinityuk.co.uk/wp-content/uploads/2018/10/E-SAFETY-POLICY-V2.20.12.pdf>

### Booking Process

- To enroll to our On-Line Courses please complete the enrolment form you received from us and send it back to the following email address → [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk)
- To receive the confirmation of your booking, a payment of the total amount of the invoice has to be received within 3 working days from the moment you have sent us your enrolment form, unless otherwise agreed in written form via email with Trinity UK.
- In all cases a full payment must be received at least 14 days prior the commencement of your on-line courses with Trinity UK.
- Once a full payment is received Trinity UK will liaise with the student(s) to confirm their participation to the On-Line Courses and to arrange their agenda of lessons.
- As soon as student(s) and teacher(s) agree to the proposed agenda Trinity UK will send a confirmation email to the student(s) with links and password for the virtual classroom.
- Students and Teachers are invited NOT to share their log-in credentials with any other person/student in and outside the virtual classroom/group. Failure in following the above request can put the safety of all participants in serious danger. Trinity UK requires students and teachers to adhere to the safety rules and netiquette available in the following pages.

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- All payments have to be made directly to the bank account specified on the invoice received when booking the course(s).
- All payments by debit or credit card are subject to a 2% surcharge.
- Please make sure to pay the exact amount as per the invoice received, especially if pay in a currency which is different from the one on the invoice.
- Please make sure you cover all bank charges.
- Please specify the invoice number when paying.
- Please send us a copy of payment receipts to our [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk) email address.

### Attendance, Delays, Absences and Cancellations.

#### Attendance

Students and teachers will agree on a schedule/calendar of lessons prior the commencement of courses; these are intended to be divided on a given number of hours according to the type of package purchased. The schedule/calendar will be sent to the student as soon as an agreement will have been done and/or at least 48 hours prior commencement of each new round of lessons.

#### Delays & Absences

Each delay – whenever possible – shall be communicated to our official email address [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk) – and we will do whatever possible to make sure both parties are informed.

If teachers are late a communication to our email address has to be sent as soon as possible and students will get the chance to make up for the missed part of their lesson.

If students are late a communication to our email address has to be sent as soon as possible. Trinity UK and their teachers cannot allow any recovery of any missed part of the lesson.

If a student is late to their lesson, teachers will wait for a maximum of 15 minutes before leaving the virtual class and checking the lesson as “Student did not attend the lesson. Delays not communicated.” No recoveries of missed classes for delays will be offered.

If a teacher is late to their lesson for 15 minutes and over, and no communication has been sent to Trinity UK on due time, Trinity UK will make sure that student(s) can recover their missed lesson or the part of the missed lesson by the end of the scheduled cycle of lessons.



## Terms & Conditions for On-Line Courses 2/2

Students are considered to be absent if a) students do not show up for their on-line class; b) students have a delay that gets over the allowed above-mentioned time; c) students experiences unexpected issues that do not allow them to attend the on-line class(es).

In case of unexpected issues, students will be asked to report and prove the issue experienced. Trinity UK together with their teacher will analyse every single case and decide if a) students can be allowed to recover the missed on-line class with no extra cost; b) students can recover the missed on-line class by paying a supplement (that shall be communicated in written form to the student and their parents/guardians); c) consider that on-line class as “non-attended/non-reimbursable”.

### Cancellations

Both teachers and students will have to adhere to a strict Cancellation Policy for on-line classes.

STUDENTS → Cancellations must be communicated to Trinity UK via email → [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk) 24 working hours prior the scheduled beginning of each class otherwise that class will be completely lost, and no reimbursement or recoveries will be offered. (Saturdays, Sundays and National Bank Holidays are NON-working days.)

TEACHERS → Cancellations must be communicated to Trinity UK via email → [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk) 24 working hours prior the scheduled beginning of each class otherwise students will be entitled to a full recovery of the missed class(es). (Saturdays, Sundays and National Bank Holidays are NON-working days.)

### Communications

Trinity UK appreciates and acknowledges the possibility that teachers and students might communicate privately regarding everything related to their online classes. Trinity UK, in every case, must be kept updated on each and every single communication happening between students and teachers that relates to their online classes. In no case Trinity UK can be held responsible for any contents or misbehaviours shared/happened in private communications between their teachers and students/parents. Trinity UK underlines the importance of using [info@trinityuk.co.uk](mailto:info@trinityuk.co.uk) as the official channel for communications.

Together with these Terms&Conditions proper to the On-Line Classes delivered by Trinity UK, we also apply our normal Terms&Conditions 2021 that you can download here → <https://www.trinityuk.co.uk/wp-content/uploads/2020/10/TermsConditions2021-trinityUK.pdf>

Upon enrolling for our On-Line Courses, you will be asked to adhere to our code of conduct and netiquette. If you wish to receive further information, please download and read our e-Safety Manual at the following link <https://www.trinityuk.co.uk/wp-content/uploads/2018/10/E-SAFETY-POLICY-V2.20.12.pdf>

