Szkoła Językowa Esperanza Anna Kwiatkowska ul. Kilińskiego 32B, 07-410 Ostrołęka | tel. 600-191-380 | esperanza.biuro@gmail.com

RULES OF PAYMENT AND INVOICING

Payment terms, payment methods, invoices, corrections, and late payment policy Version dated 2025-09-01

§ 1. General Provisions

1. These Rules set out the principles for making payments for educational services provided by the Szkoła Językowa Esperanza Anna Kwiatkowska (hereinafter: the School). 2. The Rules constitute an integral part of the agreement concluded between the School and the participant/legal guardian.

§ 2. Enrollment Fee

1. A one-time, non-refundable enrollment fee of PLN 300 is required to join the course. 2. The enrollment fee is charged for each new enrollment (including re-enrollment after a break). 3. The enrollment fee is deducted from the course amount.

§ 3. Amount and Payment Deadlines

1. Course fees are paid monthly (installments) according to the payment schedule attached to the agreement. 2. Installment deadlines:

- Installment No. 1 – by September 25 (enrollment fee)
- Installment No. 2 – by October 10
- Installment No. 3 – by November 10
- Installment No. 4 – by December 10
- Installment No. 5 – by January 10
- Installment No. 6 – by February 10
- Installment No. 7 – by March 10
- Installment No. 8 – by April 10
- Installment No. 9 – by May 10
- Installment No. 10 – by June 10

3. The School allows advance payment for the entire course or for a semester – upon prior agreement.

§ 4. Payment Methods

Payments can be made:

- by bank transfer to account: Santander Bank 02 1090 2590 0000 0001 5918 0841,
- in cash at the School's premises,
- via the Langlion platform (online payment).

The transfer title must include the participant's name surname and the month for which the payment is made.

§ 5. Payment Delays

1. If payment is not made on time, the School will send a reminder. 2. Arrears exceeding 30 days may result in the participant's suspension from classes until the outstanding amount is settled. 3. Arrears exceeding 60 days will result in the termination of the agreement and referral of the case for debt collection proceedings. 4. The School reserves the right to charge statutory interest for late payment.

§ 6. Invoices and Bills

1. The School issues an invoice/bill upon request of the participant or legal guardian. 2. The request for an invoice must be submitted before payment or no later than the end of the month in which the purchase was made. 3. Invoices are sent by e-mail or collected in person at the School's premises. 4. Invoice corrections are issued within 7 business days from the notification of a justified error.

§ 7. Refunds

1. The enrollment fee is non-refundable. 2. Course installments are not refunded for classes that the participant did not attend due to reasons attributable to them. 3. In the event of classes being canceled due to the School's fault, uncompleted hours are made up or settled as an overpayment to be credited for future periods. 4. In the event of permanent course closure due to the School's fault, the participant will be refunded a proportional part of the paid fee.

§ 8. Final Provisions

1. These Rules come into force on September 1, 2024. 2. Any changes to the Rules require written form and are communicated to participants with 14 days' notice.

Anna Kwiatkowska Szkoła Językowa Esperanza Anna Kwiatkowska