

RULES FOR THE COURSES WITH EMPLOYER'S CONTRIBUTION:

- ▶ **Only an employee of Asahi ACEES can sign up for the language courses** (it is not possible for this contribution to be used by a family member of an employee).
- ▶ The maximum amount of the contribution is **CZK 4,000** for the respective **fiscal year**. The amount of the contribution depends on the duration of the course (18 weeks = 2.000, - CZK and 36 weeks = 4.000, -CZK).
- ▶ Time spent in the class is **not included in working time**.
- ▶ Entitlement to a language course with an employer's contribution is **limited to employees who are not in probation or notice**.
- ▶ **Students are arranging their own learning facilities**. Teaching can take place in the offices of Asahi ACEES or in other premises that will suit all the participants (quiet cafe, student residence, teacher's residence, etc.).
- ▶ Textbooks for individual courses are solved individually based on your agreement with the lecturer. **Asahi ACEES does not cover the cost of textbooks**.
- ▶ Students have the **opportunity to cancel or change the term of any lesson** (for the whole group). If you excuse from the lesson **at least 24 hours in advance**, everything is fine and the lesson will take place in agreement with the lecturer on a different date. Otherwise, the unrealized lesson is charged in full.
- ▶ Terminating the employment or not spending the prepaid number of the lessons **does not give students the right for a refund**.