

## Taking Private Language Lessons (For Students)

\*Please read before applying for lessons

- It is not possible to choose a specific instructor for the first time. However, if you have a particular topic you would like to learn, or if you have a special request, please be sure to indicate it on the application form.
- If you are a first-time student, please make sure to send in your application form at least **14 days prior to your desired lesson date**. If you have taken lessons in the past, please send the application form at least 10days before the day of lesson.
- Depending on the language, availability of the instructor, etc., we may not be able to offer the lesson on your desired date and time (we may ask you to adjust the date to another day). We will notify you of the availability of the lesson one week to five days prior to the date you wish to take the lesson.
- Please pay the fee **within 3 days after we inform you of the decided instructor**. If the payment is not confirmed before the lesson, you will not be able to take the lesson. If there is a special reason or circumstance for the delay in payment, please be sure to contact us.
- If you need to cancel a lesson, please be sure to contact us **by e-mail at least two days before the day of the lesson**. The lesson fee paid in advance will be refunded only if you contact us at least two days before the day of the lesson. If you cancel on the day of the lesson or the day before, the lesson fee will not be refunded.
- When taking online lessons, please use the URL and account specified by GOCA, according to the application you wish to use. For security reasons, the use of personal accounts for students and instructors is not allowed.
- As a general rule, **please do not exceed** the pre-set lesson time. However, if you need to exceed the scheduled lesson time, we will allow you to do so within 5 minutes only for unavoidable reasons (bathroom breaks, connection problems, etc.).
- On the day of the lesson, please make sure to confirm the name of the instructor (or student) and the scheduled time of the lesson, and submit the attached "Private Language Lesson Survey" as soon as possible after the lesson.
- Because the lessons are offered on a volunteer basis, the instructors do not necessarily have a high level of expertise or knowledge in language teaching.
- **We cannot give out any personal information other than the instructor's name**. It is prohibited to ask the instructor personally for contact information or convenient schedule.
- Please note that GOCA will not be held responsible for any problems or trouble that may occur during the lesson.