

LANGUAGE AND CULTURE COURSES FOR COMMERCIAL AND PRIVATE CLIENTS



Global Language Center (GLC) is a woman-owned small business providing professional language instruction and proficiency testing to commercial and individual clients worldwide. We strive to offer the highest quality language and cultural services and are focused on our students' growth and success in expanding their language efficiency.

<i>Language Courses and Cultural Training</i>	<i>2</i>
<i>Terms & Policies: Language and Culture Courses</i>	<i>4</i>
<i>Contact GLC</i>	<i>5</i>

LANGUAGE COURSES AND CULTURAL TRAINING

GLC offers in-person and virtual language instruction and intercultural competence training to commercial and private clients interested in one-on-one or group classes. We are happy to customize a language and/or cultural training program specifically for your needs, whether you want to learn a new language or refresh your existing knowledge. Our instructors facilitate learning by tailoring content, providing constructive feedback, and mentoring students on their language journeys.

Our Difference

- Customized language and cultural awareness curricula tailored to your goals
- One-on-one or small group instruction (online or in person)
- Flexible location and schedule
- Certificate of completion
- Instruction supported with GLC app and most current technology

COURSE PACKAGES AND PRICING

The below packages and tuition rates reflect 90-minute classes taught once per week in an online (synchronous virtual) format. Start dates and times of day will be arranged based on student needs and instructor availability. *For other types of packages, please contact GLC directly for a custom proposal.*

Type	Duration	Number of Classes	Classroom Hours	Tuition*
Group (3+ students)	3-month course (12 weeks)	12	18 hours	\$450
Individual/Private	3-month package (12 weeks)	12	18 hours	\$1,080
Individual/Private	6-month package (26 weeks)	26	39 hours	\$2,265
Individual/Private	1-year package (52 weeks)	52	78 hours	\$4,370
Semi-private (2 students)	3-month package (12 weeks)	12	18 hours	\$630
Semi-private (2 students)	6-month package (26 weeks)	26	39 hours	\$1,365
Semi-private (2 students)	1-year package (52 weeks)	52	78 hours	\$2,730

**GLC charges a one-time enrollment fee of \$25 to cover administrative costs. If in-person instruction is requested and an instructor must travel out-of-town for class, an additional fee to cover travel-related costs may be added.*

LANGUAGE OFFERINGS

GLC offers unique course curricula in **Chinese (Mandarin), Farsi, French, Georgian, Italian, Russian, Spanish, Turkish, and Urdu** that have been specially designed by top language instructors with significant experience teaching adult learners from the U.S. diplomatic community. These courses can help students from all backgrounds learn the target language and culture for personal and/or professional applications.

GLC can also arrange for custom instruction in any of our other languages, including:

Albanian, Amharic, Arabic, Armenian, Azerbaijani, Bengali, Bulgarian, Burmese, Chinese (Cantonese), Czech, Danish, Dari (Afghan Persian), Dutch, English, Estonian, Finnish, German, Greek, Haitian Creole, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Japanese, Kazakh, Khmer (Cambodian), Korean, Kurdish, Lao, Latvian, Macedonian, Malay, Malayalam, Mongolian, Nepali, Norwegian, Pashto, Polish, Portuguese, Punjabi, Romanian, Serbo-Croatian, Sinhala, Slovak, Slovenian, Swahili, Swedish, Tagalog, Tajiki (Tajik Persian), Tamil, Telugu, Tetun, Thai, Tibetan, Tigrinya, Ukrainian, Uzbek, Vietnamese, Zulu

MATERIALS

Instructional materials must be purchased by students separate from tuition. GLC will recommend materials for purchase, which may include textbooks, workbooks, and other items appropriate for the target language and level of the program. Total cost will vary depending on the specifics of the program.

VIRTUAL/DISTANCE LEARNING

GLC's individual, semi-private, and small group courses can be effectively delivered at a distance via a live, virtual classroom. All online classes are synchronous and led by instructors, providing the same level of interaction as in-person classes. The qualified instructor will still tailor the curriculum to your individual goals and will recommend appropriate materials to accompany instruction.

TRAVEL-RELATED COSTS

In cases where an instructor must travel out-of-town for in-person instruction, an additional fee may be charged to cover the instructor's travel-related costs.

TERMS & POLICIES: LANGUAGE AND CULTURE COURSES

TEXTBOOKS & OTHER MATERIALS

Instructional materials must be purchased by students separate from tuition. GLC will recommend materials for purchase, which may include textbooks, workbooks, and other items appropriate for the target language and level of the program. Total cost will vary depending on the program. Students are expected to obtain the materials and have them ready before the first day of class.

ONLINE MEETING PLATFORM

GLC instructors will use an online meeting platform like Zoom, MS Teams, or Google Meet to hold virtual classes. It is the student's responsibility to secure a space that allows them to join the class for the allotted length of time. We recommend using a computer or tablet (rather than a mobile device) to access the full functionality of the virtual meeting platform.

ENROLLMENT FEE & TRAVEL-RELATED COSTS

GLC charges a one-time course enrollment fee of \$25 to cover administrative costs. In cases where an instructor must travel out-of-town for in-person instruction, an additional fee may be charged to cover the instructor's travel-related costs.

The enrollment fee and travel-related costs will be communicated to the student via email invoice upon registration for the course.

HOLIDAYS & MAKE-UP CLASSES

Classes will not be held on federal holidays. The instructor may change class schedules due to personal reasons, holiday scheduling, etc. They will schedule a make-up class by discussing the date with the student/class.

CLASS RESCHEDULING

For individual and semi-private courses, students may request to reschedule a class by coordinating directly with their instructor and/or by sending an email to info@gltccenter.com. For semi-private classes, requests must be made by both students in the class. Requests must be sent to the instructor and info@gltccenter.com at least 48 hours prior to the scheduled class(es) or by 9:00am Thursday for any classes scheduled on Saturday, Sunday, or Monday.

CERTIFICATE OF COMPLETION

A certificate of completion will be issued upon the successful completion of the course (as verified by the instructor) and upon full payment of the course.

PAYMENT

Upon registering for a course, GLC will issue an invoice to the student by email. Students must remit payment to GLC **no later than 7 days before the start date of the course**. Options for payment will be communicated on the invoice.

- For 12-week group courses, 100% of the course cost must be paid up front.
- For private and semi-private instruction, students must pay at least 50% of the total cost (tuition + fees) up front. The balance may be paid at the halfway point of the course term.

CANCELLATION & REFUNDS

Cancellation/refund requests must be sent **by email** to info@gltccenter.com. Refund amounts will be based on the date the request is made:

Full refund	7+ days before the first class
75% refund	0-7 days before the first class
50% refund	0-7 days after the first class
No refund	7+ days after the first class

For individual and semi-private classes, the refund amounts indicated above reflect the percentage of the amount paid at the time of notification of cancellation.

For group classes, there is no prorated tuition. Should you be absent, there will be no make-up classes or refunds, and you are responsible for any classes you miss. We do not offer private tutoring for missed classes.

ADDITIONAL NOTES

- This is an adult language school and classes are available to persons **18 years and older**.
- GLC reserves the right to cancel a group class if it has fewer than 3 registrations. If this occurs, you may request a refund.



CONTACT GLC

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