

i-to-i Terms and Conditions for Online Teaching Practice Sessions

These terms refer to the running of Online Teaching Practice Sessions and are to be used in conjunction with [i-to-i TEFL Course Terms and Conditions](#) regarding booking conditions.

When you book:

When you purchase your Online Teaching Practice Session you will receive a confirmation email which will include a link for you to book your specific session. You will need to book your practice session within 12 months, after which your link will expire, and you will need to pay again to receive a new link.

What is expected of you:

You will be expected to have a working microphone and camera to attend the session. If you do not have these in place our tutor reserves the right not to accept you onto the session. You'll also be expected to attend the session on time, if you are more than 10 minutes late you will not be accepted onto the session. There will be no refunds for non-attendance or lack of working equipment.

You will also receive a link to a webpage in your confirmation email giving you details on the preparation task you need to complete before the session. You will need to complete the activities to be ready for the session. If you are not prepared, your tutor has the right not to accept you on the session as s/he will not be able to assess you or give you feedback.

The Practice Session has been designed to give you the experience of teaching English online, it will not provide you with the skills you need to get set up and prepare for your classes. We therefore recommend that you complete a TEFL course beforehand (and where possible an Online Teaching course).

Our Practice Sessions are operated through Zoom, [click here](#) to set up a free account and be ready for the session. Once booked onto your session you will receive a link to the meeting where you will join a waiting room. The tutor will allow you entry to the session at the start time, so make sure you are ready and waiting at the scheduled time.

Upon completion of your session you will receive personalised feedback from your tutor. Certificates are not issued as part of the session.

Making changes:

When you have selected your session, you will be confirmed on this time/date and we will expect you to attend the session. You can make changes to your session up to 7 days before the scheduled date, after which, changes are not possible and you will need to rebook. Contact customersupport@i-to-i.com if you need to change the session you have booked.

The sessions require minimum numbers to run and may be subject to changes if numbers have not been met.

Technical issues:

If, for any reason, our session starts more than 10 minutes late you will be invited to attend another session free of charge. Likewise, if the session is interrupted for more than 10 consecutive minutes because of technical problems then we will rearrange another session for you.

Behaviour policy:

Attendance on the session is based on mutual respect; abusive or antisocial behaviour will not be tolerated and will result in immediate removal from the session with no refund.