

Essay Correction - Terms and Conditions

Last updated 27/04/2014

Please note: Terms and Conditions are subject to change. Refer to *French Your Way* website for latest updates.

1. Disclaimers

1.1. *French Your Way* doesn't re-write essays:

This service is only aimed at providing the student with relevant comments and minor corrections. They may be suggestions about reorganising and developing some ideas of the text to optimise content with exam criteria in mind. It is up to the student to then edit their texts taking the tutor's comments into account to better meet exam criteria. Service fees include a second submission of edited text.

1.2. Essay correction does not replace a lesson. Although essay correction aims at helping students with their writing skills by providing valuable feedback, lessons may be needed for revision or full explanation of linguistic notions if the student still feels unable to correct the essay after tutor's comments.

1.3. Students must ensure that they are retaining a copy of their original work. *French Your Way* cannot be held responsible for any lost work.

1.4. Any exceptions to the Terms and Conditions remain at *French Your Way's* discretion.

2. Payment

2.1. Payment must be completed before the essay correction can commence.

No credit policy: *French Your Way* reserves the right to cancel or terminate the service at any time if no payment has been made or no proof of payment has been provided.

2.2. Payment can be made

- by cash – available for students attending a *French Your Way* course.
- by electronic transfer – contact *French Your Way* for details
- by Paypal

3. Turnaround

3.1. The standard turnaround time frame is 2 to 3 working days (doesn't include weekends and bank holidays). If for any reason *French Your Way* were unable to provide the service within this time frame, *French Your Way* will contact the student.

3.2. If you need urgent correction, please contact *French Your Way*.

4. Format for essay submission

Ensure that the document is easily legible otherwise it will not be corrected.

4.1. Online:

- Microsoft Word (preferred format) or PDF (alternative)
- Use a standard font size 12 and interline spacing of 1.5.

4.2. Hand-written scanned documents:

- Use black or blue ink
- Check quality of scanned document
- Leave a 3cm margin minimum on the left or right side of the page
- Leave a reasonable amount of free space between lines to allow insertion of comments

5. Termination / refund

5.1. No credit policy: *French Your Way* reserves the right to cancel or terminate the service at any time if no payment has been made or no proof of payment has been provided.

5.2. *French Your Way* reserves the right to refuse or terminate the service if conditions to provide good quality essay correction are not met (insufficient level of French requiring lessons, illegible text, deadline issue, etc.).

French Your Way will contact the student to find an acceptable solution or refund the student provided that the correction work is still at the first submission stage.