

INTERNAL REGULATIONS

Scope

01. The terms of the regulations apply to all situations and non-compliance may lead to the cancellation of registration.
02. On starting a given course, either group or private, it is understood that the student has read and accepts these regulations.
03. The *Tribunal de Arbitragem* in Loulé will judge any ensuing litigation.

Registration

04. Registration is valid for one academic year.
05. An academic year of 34 weeks is required to complete a level (A1, A2, B1, B2, C1 or C2).
06. Intensive, semi-intensive or crash courses can be provided to suit different requirements.
07. There are no specific requirements for enrolment in level A1. In order to be placed at a level higher than A1, students must take a diagnostic test, unless they have completed the previous level.
08. Please inform the office of any changes to address and phone numbers.
09. For registration fees and follow up registrations see appendix.

Timetables and Practicalities

10. Classes are held twice a week and each lesson lasts 85 minutes. Children have a total of 90 minutes a week, held either in one or in two classes.
11. Classes take place between 9:30 am and 10 pm with a break between 1 and 3 pm.
12. Office hours are 9:30 am – 12:30 pm & 3:00 – 6:30 pm Monday to Friday (Need a different schedule? Please contact receptionist).
13. You must contact reception, if you're going to miss a class or be late. Failure to do so may result in class being cancelled.
14. If 20 minutes after the scheduled time, the teacher has no students and has not been informed of any delay, the class will be cancelled with no right to rescheduling or refund.
15. The regular school year comprises of 2 semesters, each one lasting 17 weeks (see school calendar in the appendix).
16. The minimum number required to run a group is four students. Should the number of students drop to less than four, continuation of that group cannot be guaranteed under the same conditions.
17. In the case of the temporary absence of a teacher, a substitute teacher will be provided or the class/classes will be rescheduled to the next possible date. This decision is taken by the management.

Payments and Discounts

18. Payments (see appendix) must be made in advance. Failure to do so within the stipulated time will result in a 5% additional charge.
19. In the case of returned cheques all arising expenses will be met by the client.
20. Payment of private classes is made on a monthly basis or by purchasing packages of hours.
21. Lessons are considered booked only after fees have been paid.
22. Paid private classes can be used up until the end of the school year or calendar year, depending on which is more beneficial to the student, unless a different date has been stipulated in the context of a special offer.
23. If more than one family member attends the same class, a discount of 5% of the fees will be granted.
24. Special offers and discounts are not cumulative.

Cancelling


25. Students who attend private tuition and who cannot attend a lesson will not lose their class, if the school is informed before 6 pm the previous working day.
26. Unused fees can be returned only if the group is dissolved, or in the following case and pro rata: If a student cancels her/his course during the first two weeks (or up to a maximum of 6 hours, if weekly tuition exceeds 3 hours).

Certificates

27. A level is considered completed when the student:
 - a) has attended at least 90% of the classes. The corresponding certificate will be issued on request at the end of the course; or
 - b) passes the final exam with a mark of at least 50 out of 100 (request at office before last day of course – see appendix).

Quarteira, _____ de _____ 20_____

Student/parent of student nº


The Management

ANNEX

▪ Academic Year:

1st term

2nd term

Mo	Tue	Wed	Thur	Fr	Sat	Sun
1	2	3	4	5F	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	Tue	Wed	Thur	Fr	Sat	Sun
			1F	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1F	2

Mo	Tue	Wed	Thur	Fr	Sat	Sun
3	4	5	6	7	8F	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25N	26	27	28	29	30
31						

Mo	Tue	Wed	Thur	Fr	Sat	Sun
	1F	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mo	Tue	Wed	Thur	Fr	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Mo	Tue	Wed	Thur	Fr	Sat	Sun
				1	2	3
4	5E	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mo	Tue	Wed	Thur	Fr	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19F	20	21P
22	23	24	25F	26	27	28
29	30					

Mo	Tue	Wed	Thur	Fr	Sat	Sun
		1F	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30F	31		

Mo	Tue	Wed	Thur	Fr	Sat	Sun
					1	2
3	4	5	6	7	8	9
10F	11	12	13	14	15	16
17	18	19	20F	21	22	23
24	25	26	27	28	29	30

Exams/Certificates:

Please request at the office until June 27th

Summer Courses:

60 hour Intensive Courses
85 minutes classes (Mo-Fr)

Mo	Tue	Wed	Thur	Fr	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	Tue	Wed	Thur	Fr	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15F	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Information:

<http://www.consumidoronline.pt/en/> is an online tool available to consumers and trade agents to get help and information regarding consumer law and obtain answers to queries.

■ Price List:

Enrolment

1st Enrolment	25€
Subsequent enrolments.....	10€

DOCUMENTS NEEDED: passport, fiscal number (if applicable) and 1 photo

✍ Regular Courses

Fees	Annual (34 weeks)	660€
	Semester (17 weeks)	395€
	Single week	40€

✍ Crash Courses

Fees	2 weeks (40 hours)	500€
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✍ Children's courses

Fees	Annual	400€
	Semester.....	230€

✍ Summer Courses

Fees	8 weeks (60 hours)	420€
	4 weeks (30 hours)	240€

Final Course Exam 25 €

Obtention of course certificate

Level A1 Exam 75 €

Level A2 Exam 100 €

Level B1 Exam 125 €

Level B2 Exam 150 €

Certificates for externals

Private Classes

(Monthly payment or package of hours)

Price for 55-minute unit:

At our premises	1 pax	27,00 €
	2 pax	30,00 €
	3 pax	35,00 €
At you premises	1 - 8 pax	35€ + M

Mileage (M) 0,70 €/km

Material variable

■ Office hours:

Monday to Friday: 9:30 – 12:30 & 15:00 – 20:30
or by appointment

■ Bank details:

NIB 0007 0000 00215138338 23
IBAN PT50.0007.0000.0021.5138.3382.3
BIC/SWIFT BESCPTPL