

## 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. Any ensuing litigation will be judged by the *Tribunal de Arbitragem* in Loulé.

## Registration

04. Registration is valid for one course (academic year, comprised of 2 semesters according to current school calendar, modular course or summer course) or until interruption of classes, in the case of private classes.
05. The reduced registration fee (€10) is reserved for former students who present their student number when registering.
06. Each 34-week academic year (regular course with 96 - 99 hours) corresponds to a level (or sub-level) of the CEFR. In due course, intensive or semi-intensive courses are also held in various modalities, with the level conferred being indicated.
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 personal details (address, phone number, email, etc.).
09. Any student missing four consecutive weeks of class, without prior notice to the school, shall be considered as withdrawn from the course.

## Timetables and Practicalities

10. Regular courses have classes 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 am and 10 pm with a break between 1 and 2 pm.
12. Office hours are 9:30 am – 12:30 pm & 3:00 – 8:30 pm Monday to Friday (Need a different schedule? Please contact us).
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, no student has shown up, and school has not been informed of any delay, the class is cancelled with no right to rescheduling or refund.
15. 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.
16. 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.
17. If, at any time, due to an Event of Force Majeure, it becomes impossible to teach the classes face-to-face, then the classes shall be taught online, without any additional cost to the student, and without conferring on the student any right to discount of the tuition fees.
18. **Please keep your phone off during classes.**

## Payments, Surcharges and Discounts

19. Private classes are paid on a monthly basis or in hourly packages, and **only paid lessons can be considered booked**.
20. Payments for group courses are made before the starting date, or on the dates determined by the payment method chosen.
21. Payments made after the deadline are subject to a 5 % surcharge.
22. In the case of returned cheques all arising expenses will be met by the client.
23. **Unused private lessons** are valid and can be rescheduled until the end of a school year or calendar year, whichever is more convenient for the student, unless special conditions have been granted specifying another date, but are non-refundable.
24. If more than one family member attends the same group, a discount of 5% of the course fees will be granted.
25. Special offers and discounts are not cumulative.

## Cancellation

26. 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 (please remember to check the current academic calendar for holidays!).
27. Students who wish to cancel their registration during the first 6 hours of the course (the equivalent of two weeks in regular courses) will receive a refund of the unused tuition fee. No refunds or compensation will be made in any other situation.
28. There is no option to suspend registration.

## Attendance

29. The **minimum effective attendance** to obtain an attendance certificate or "*certificado de formação profissional*" is **90 per cent of classes**. For this purpose, there is no distinction between justified and unjustified absences.
30. It is not possible to attend a face-to-face group class online.
31. Students can request that the summaries of lessons they are not present at be sent to them by email.

## Certificates

32. Students must request their certificate via email by the last day of their course, indicating whether they want a **certificate of attendance**, a "*certificado de formação profissional*" or a **certificate of approval by exam** (the latter presupposes booking an individual exam, paying the respective fee and obtaining a mark of at least 50%).

\_\_\_\_/\_\_\_\_/\_\_\_\_\_ I hereby accept the terms and conditions, \_\_\_\_\_

# ANNEX

## Academic Year:

October 2024						
Mo	Tue	Wed	Thur	Fri	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			

November 2024						
Mo	Tue	Wed	Thur	Fri	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	

December 2024						
Mo	Tue	Wed	Thur	Fri	Sat	Sun
2	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					

January 2025						
Mo	Tue	Wed	Thur	Fri	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		

February 2025						
Mo	Tue	Wed	Thur	Fri	Sat	Sun
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	1	2

March 2025						
Mo	Tue	Wed	Thur	Fri	Sat	Sun
3	4E	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						

April 2025						
Mo	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18F	19	20P
21	22	23	24	25F	26	27
28	29	30				

May 2025						
Mo	Tue	Wed	Thur	Fri	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	29F	30	31	

June 2025						
Mo	Tue	Wed	Thur	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10F	11	12	13	14	15
16	17	18	19F	20	21	22
23	25	25	26	27	28	29
30						

**1<sup>st</sup> semester** | **2<sup>nd</sup> semester**

### Exams/Certificates:

Request at the office by 30th June

### Summer Intensive:

6 weeks, Monday to Friday

July 2025						
Mo	Tue	Wed	Thur	Fri	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			

August 2025						
Mo	Tue	Wed	Thur	Fri	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

## 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) .....	755€
	Semester (17 weeks) .....	440€

### Crash Courses

2 weeks (40 hours) .....	500€
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### Children's courses

Fees	Annual .....	450€
	Semester .....	250€

### Summer Courses

Fees	6 weeks (60 hours) .....	500€
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Course certificate (for students that have missed more than 10% of classes)

Final Course Exam .....	25 €
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Level certificates (for externals)

Level A1 Exam = 75 €, Level A2 Exam = 100€, Level B1 Exam = 125€, Level B2 Exam = 150€

Private Classes (Monthly payment or package of hours)

Price for 55-minute unit: At our premises: 1 pax = 30€ | 2 pax = 34€ | 3 pax = 39€  
At you premises 40€ + Mileage (0,75€/km)

## Bank details:

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