

## 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.
10. Any student missing four consecutive weeks of class, without prior notice to the school, shall be considered as withdrawn from the course.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 (Regular Courses)

11. 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.
12. Classes take place between 9:30 am and 10 pm with a break between 1 and 3 pm.
13. Office hours are 9 am – 12:30 pm & 3 – 8:30 pm Monday to Friday (Need a different schedule? Please contact receptionist).
14. 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.
15. 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.
16. The regular school year comprises of 2 semesters, each one lasting 17 weeks (see school calendar in the appendix).
17. 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.
18. 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.
19. Please keep your phone off during classes.

### Payments and Discounts

20. Payments (see appendix) must be made in advance. Failure to do so within the stipulated time will result in a 5% additional charge.
21. In the case of returned cheques all arising expenses will be met by the client.
22. Payment of private classes is made on a monthly basis or by purchasing packages of hours.
23. Lessons are considered booked only after fees have been paid.
24. 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.
25. If more than one family member attends the same class, a discount of 5% of the fees will be granted.
26. Special offers and discounts are not cumulative.

### Cancelling

27. 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.
28. 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

29. 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:**

October 2020						
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	1F

November 2020						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
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 2020						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
	1F	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 2021						
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

February 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16E	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
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				

April 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
			1	2F	3	4P
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25F
26	27	28	29	30	1F	2

May 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13F	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
	1	2	3F	4	5	6
7	8	9	10F	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1/7			

**1st term**

**2nd term**

**Exams/Certificates:**

Please request at the office until June 30th

**Summer Courses:**

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

July 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
			1	2	3	4
5	6	9	10	11	12	13
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

14

August 2021						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
2	3	4	5	6	7	8
15F	11	12	13	14	15F	16
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:**

<b>Enrolment</b>	
1st Enrolment .....	25€
Subsequent enrolments.....	10€
DOCUMENTS NEEDED: passport, fiscal number (if applicable) and 1 photo	

<b>Regular Courses</b>	
<i>Fees</i>	
Annual (34 weeks) .....	675€
Semester (17 weeks) .....	400€
Single week .....	42€

<b>Crash Courses</b>	
<i>Fees</i>	
2 weeks (40 hours) .....	500€

<b>Children's courses</b>	
<i>Fees</i>	
Annual .....	410€
Semester.....	235€

<b>Summer Courses</b>	
<i>Fees</i>	
8 weeks (60 hours) .....	435€
4 weeks (30 hours) .....	245€

<b>Final Course Exam</b> .....	25 €
<i>Obtention of course certificate</i>	
<b>Level A1 Exam</b> .....	75 €
<b>Level A2 Exam</b> .....	100 €
<b>Level B1 Exam</b> .....	125 €
<b>Level B2 Exam</b> .....	150 €
<i>Certificates for externals</i>	

<b>Private Classes</b>	
(Monthly payment or package of hours)	
<b>Price for 55-minute unit:</b>	
<b>At our premises</b>	
1 pax .....	27,00 €
2 pax .....	30,00 €
3 pax .....	35,00 €
<b>At you premises</b>	
1 - 8 pax .....	35€ + M

<b>Mileage (M)</b> .....	0,70 €/km
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<b>Material</b> .....	variable
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■ **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