

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 academic year. The regular school year comprises of 2 semesters, each one lasting 17 weeks (see school calendar in the appendix).
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 or 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 Any student missing four consecutive weeks of class, without prior notice to the school, shall be considered as withdrawn from the course.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

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 9:00 am and 10 pm with a break between 1 and 2 pm.
13. Office hours are 9:30 am – 12:30 pm & 3:00 – 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, 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.
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.
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 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.

Cancellation

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 (please remember to check the academic calendar for holidays!).
28. If a group is dissolved or if a student cancels the course during the first two weeks (or up to a maximum of 6 hours, when weekly tuition exceeds 3 hours), the course fee will be refunded pro rata.

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 (please request exam at the office until the end of July).

____/____/_____ I hereby accept the terms and conditions, _____

ANNEX

Academic Year:

October 2022						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
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						

November 2022						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
	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 2022						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
			1F	2	3	4
5	6	7	8F	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25C
26	27	28	29	30	31	1NY

January 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
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 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21E	22	23	24	25	26
27	28					

March 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
		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 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
					1	2
3	4	5	6	7F	8	9P
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25F	26	27	28	29	30

May 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
1F	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18F	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
			1	2	3	4
5	6	7	8F	9	10F	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1º semester

2º semester

Exams/Certificates:

Please request at the office until June 29th

Summer Courses

60 hour Intensive Courses

July 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
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 2023						
2ª	3ª	4ª	5ª	6ª	Sáb	Dom
	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)	700€
	Semester (17 weeks)	400€
	Single week	45€

Crash Courses 2 weeks (40 hours) 500€

Children's courses

Fees	Annual	420€
	Semester	240€

Summer Courses

Fees	8 weeks (60 hours)	445€
	4 weeks (30 hours)	250€

Course certificate (for students that have missed more than 10% of classes)

Final Course Exam 25 €

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 = 28€ | 2 pax = 32€ | 3 pax = 36€

At you premises 1 - 8 pax 40€ + Mileage (0,75€/km)

Bank details:

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