

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

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

September 2017						
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	(1)

October 2017						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
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					

November 2017						
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			

December 2017						
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 2018						
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 2018						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13E	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018						
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	30F	31	1P

April 2018						
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	25F	26	27	28	29
30						

May 2018						
Mo	Tue	Wed	Thur	Fr	Sat	Sun
	1F	2	3	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	31F			

June 2018						
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	20	21	22	23	24
25	26	27	28	29	30	

Exams/Certificates:

Please request at the office until June 29th

Summer Courses:

60 hour Intensive Courses

85 minutes classes (Mo-Fr)

July 2018						
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					

August 2018						
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	
<i>Fees</i>	
Annual (34 weeks)	655€
Semester (17 weeks)	390€
Single week	40€

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

Children's courses	
<i>Fees</i>	
Annual	400€
Semester.....	230€

Summer Courses	
<i>Fees</i>	
8 weeks (60 hours)	400€
4 weeks (30 hours)	235€

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

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 – 18:30
or by appointment

▪ **Bank details:**

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