

| Season      | Dates   |
|-------------|---|
| Low Season  | 1st January 2017 - 24th June 2017 and 9th September 2017 - 31st December 2017 |
| High Season | 24th June 2017 - 9th September 2017   |

Price per person per week in Euro (€)

**COURSES**

| General English Courses                           | Lessons           | Hours    | Max per class | Minimum level | Price per week |      |              |      |            |
|---|-------------------|----------|---------------|---------------|----------------|------|--------------|------|------------|
|   |                   |          |               |               | 1 - 7 weeks    |      | 8 - 19 weeks |      | 20 weeks + |
|   |                   |          |               |               | Low            | High | Low          | High | All year   |
| General English Group 20                          | 20                | 15       | 12            | A2            | 165            | 215  | 135          | 185  | 120        |
| General English Group 25                          | <b>**NEW**</b> 25 | 18.75    | 12            | A2            | 195            | 245  | 165          | 215  | 150        |
| General English Group 30                          | 30                | 22.5     | 12            | A2            | 225            | 275  | 195          | 245  | 180        |
| General English Intensive (20 group + 10 private) | 20+10             | 15 + 7.5 | 12 + 1        | A2            | 375            | 375  | 345          | 345  | 330        |

| Business English Courses                                | Lessons              | Hours    | Max per class | Minimum level | Price per week |  |
|---|----------------------|----------|---------------|---------------|----------------|--|
|   |                      |          |               |               | All year       |  |
| Business English Mini Group 20                          | 20                   | 15       | 8             | B1            | 255            |  |
| Business English Intensive (20 mini group + 10 private) | <b>**NEW**</b> 20+10 | 15 + 7.5 | 8 + 1         | B1            | 395            |  |

| Exam Preparation Courses                             | Lessons | Hours    | Max per class | Minimum level | Price per week |  |
|--|---------|----------|---------------|---------------|----------------|--|
|  |         |          |               |               | All year       |  |
| Exam Preparation Course (GE 20 + 10 mini group exam) | 20+10   | 15 + 7.5 | 12 + 4        | See table*    | 290            |  |

| Private Courses | Lessons | Hours | Max per class | Minimum level | Price per week |      |
|-----------------|---------|-------|---------------|---------------|----------------|------|
|                 |         |       |               |               | Low            | High |
| Private 10      | 10      | 7.5   | 1             | A1            | 270            | 310  |
| Private 20      | 20      | 15    | 1             | A1            | 510            | 550  |
| Semi-Private 10 | 10      | 7.5   | 2             | A1            | 200            | 240  |
| Semi-Private 20 | 20      | 15    | 2             | A1            | 360            | 400  |

**ACCOMMODATION**

| Shared Self-Catering Apartments | Wi-Fi | Cable TV | Cleaning | Utility Bills | Price per week |      |              |      |            |
|---------------------------------|-------|----------|----------|---------------|----------------|------|--------------|------|------------|
|                                 |       |          |          |               | 1 - 7 weeks    |      | 8 - 19 weeks |      | 20 weeks + |
|                                 |       |          |          |               | Low            | High | Low          | High | All year   |
| Triple / Quad Room              | ✓     | ✓        | ✓        | ✓             | 115            | 190  | 110          | 160  | 105        |
| Twin Room                       | ✓     | ✓        | ✓        | ✓             | 170            | 235  | 140          | 195  | 130        |
| Single Room                     | ✓     | ✓        | ✓        | ✓             | 255            | 360  | 200          | 260  | 185        |

| Homestay on half board (breakfast + dinner) | Wi-Fi        | Cable TV     | Cleaning | Utility Bills | Price per week |      |
|---|--------------|--------------|----------|---------------|----------------|------|
|   |              |              |          |               | Low            | High |
| Shared Room                                 | Upon request | Upon request | ✓        | ✓             | 180            | 220  |
| Single Room                                 | Upon request | Upon request | ✓        | ✓             | 240            | 340  |

| Supplements / price per week                                |       |   |      |
|---|-------|---|------|
| Only nationality in the apartment / homestay (upon request) | € 100 | Homestay, Vegetarian / Special dietary conditions | € 50 |
| Homestay, Easter supplement (9th - 16th April 2017)         | € 40  | Homestay, Full Board (daily packed lunch)         | € 50 |
| Homestay, Christmas supplement (24th - 31st December 2017)  | € 40  |   |      |

| Course obligatory fees:     |                    |
|-----------------------------|--------------------|
| • Course registration fee   | € 20               |
| • Course materials per week | <b>**NEW**</b> € 5 |

| Accommodation obligatory fees:                                    |      |
|---|------|
| • Accommodation fee   | € 30 |
| • Arrival Airport transfer  | € 25 |
| • Accommodation ECO tax   | € 5  |
| <i>Stays of less than 10 nights are charged € 0.50c per night</i> |      |

| Our courses include:                          |                      |
|---|----------------------|
| • Internet & Wi-Fi throughout the school      | • Student card       |
| • Lending library of books and DVDs           | • Welcome pack / map |
| • Weekly 1 hour of 'Survival English' lessons | • SIM card           |
| • Weekly progress test                        | • Monthly breakfast  |
| • Additional course material                  | • Placement test     |
| • End of course certificate                   | • Speaking test      |

**Course Notes:**

- Bookings which overlap seasons are charged for each week at the corresponding seasonal rate
- Extra private lessons can be booked on request
- Semi-Private lessons can be booked by two students of the same level and booking together - extra lessons can be booked on request

| *Exam Courses Minimum Levels: |    |
|-------------------------------|----|
| Cambridge PET / KET           | A1 |
| IELTS / FCE                   | B1 |
| TOEFL / TOEIC / CAE           | B2 |

**Accommodation Notes:**

- Stays of 5/6 nights are charged full week rates (regardless of how many weeks are booked)
- Extra nights are charged pro rata according to seasonal rates
- A refundable deposit of € 100 is payable on arrival in respect of apartment accommodation
- Long term homestay bookings are subject to availability and student may be asked to change host family accommodation during his/her stay
- Max 4 students in a shared room
- Potential future accommodation taxes are not included

| Common European Framework |         |
|---------------------------|---------|
| Beginner                  | A1      |
| Elementary                | A1 - A2 |
| Pre-Intermediate          | A2 - B1 |
| Intermediate              | B1      |
| Upper-Intermediate        | B2      |
| Advanced                  | C1      |

**1.0 First Day**

All courses start on a Monday (if Monday happens to be a public holiday, then the course will commence on Tuesday). Registration is carried out first thing on Monday morning.

**Online Placement Test**

Students must sit a Placement Test to gauge the level of knowledge in the language. This test is available online and students are encouraged to complete this prior to their arrival in Malta as otherwise the test must be held on Monday morning on arrival and student will miss the first two sessions of the course.

**1.1 School Closure**

The school is closed on public holidays and no tuition is carried out. The following dates are public holidays in Malta – 01 January, 10 February, 19 March, 31 March, 14 April, 01 May, 07 June, 29 June, 15 August, 08 September, 21 September, 08 December, 13 December and 25 December. Classes that fall on a public holiday are not eligible for a refund, discount or replacement class, except for the Intensive Course (afternoon class) which class will be replaced.

**2.0 Courses**

All lessons are 45 minutes long. The maximum number of students in a classroom and the number of lessons and hours is dependent on the course and can be found in the table below.

| Course Name                    | Class  | Lessons                 | Hours                    |
|--------------------------------|--------|-------------------------|--------------------------|
| General English Group 20       | 12     | 20                      | 15                       |
| General English Group 25       | 12     | 25                      | 18.75                    |
| General English Group 30       | 12     | 30                      | 22.5                     |
| General English Intensive      | 12 / 1 | 20 group + 10 private   | 15 group + 7.5 private   |
| Private 10 / 20                | 1      | 10 / 20                 | 7.5 / 15                 |
| Semi-Private 10 / 20           | 2      | 10 / 20                 | 7.5 / 15                 |
| Business English Mini Group 20 | 8      | 20                      | 15                       |
| Business English Intensive     | 8 / 1  | 30                      | 22.5                     |
| Exam Preparation Courses       | 12 / 4 | 20 group + 10 exam prep | 15 group + 7.5 exam prep |
| Closed Groups                  | 15     | Upon Request            | Upon Request             |

2.1 Lessons are held either in the morning or in the afternoon depending on the course booked and availability at the time of the course.

2.2 Linguatime does not guarantee a particular course or timetable until the placement test and level of English is assessed at the school. Every effort will be made to place students in the course of their choice. Linguatime reserves the right to change course programmes in the event of circumstances beyond its control, or if Linguatime feels that it is in the best interest of the student or the school. The school also reserves the right to change teachers and classrooms at any time during the course. A minimum of three students is required to run a General English Group course and a minimum of two students is required to run a Business English Group course. In the event that the minimum numbers of students for a particular course/level are not reached, the number of classes will be reduced by half.

2.3 Purchase of the course book is optional for all Group Courses at an extra charge. Students should also have their own personal writing materials prior to class starting.

2.4 The fee for the Examination Course does not include course books and exam fees - these are charged for separately.

2.5 The school reserves the right to withhold the Certificate of Attendance for any student who is absent for more than twenty percent of their lessons.

2.6 The minimum age for our students is 18 years.

2.7 The school can cater for groups of teenagers (minimum 10 students in a group) when these are accompanied by their Tutor/Group Leader. Individual teenagers may be accepted for tuition if accompanied by their parents/guardians throughout the duration of the course.

2.8 If enrolment is over twelve weeks, one may request a break of not more than two weeks with every 12 weeks booked. Any request for a break from course should be made in writing at least two weeks in advance on the specific form provided by the School's Administration and fees may apply.

2.9 Linguatime reserves the right to use alternative classrooms/premises.

**3.0 Activities**

The school organises cultural and leisure activities. Unless specifically stated, these are charged for as an Extra.

**4.0 Accommodation (Homestay)**

4.1 Accommodation consists of shared room accommodation (max 4 students in one room), breakfast and an evening meal (Half Board). A packed lunch (Full Board) and a single room can be booked at an extra charge. Students with dietary or vegetarian requirements are requested to advise prior to arrival and will incur an extra charge.

4.2 Accommodation is charged per person per week. Stays of 5/6 nights are charged at full week rates irrespective of the number of weeks booked. Extra nights are charged on a pro-rata basis corresponding to the seasonal rate.

**5.0 Accommodation (Shared Self-Catering Apartments)**

5.1 On arrival, check-in is after 14:00hrs, whilst on departure day, the room must be vacated by 09:00hrs. Students may make use of the common areas of the apartments (not bedrooms) if arriving or departing before / after check-in and check-out times. Failure to vacate the bedroom by 09:00hrs will result in an additional charge of € 25.

5.2 Apartment accommodation consists of shared rooms in self-catering apartments (max 4 students in one room) exclusive of meals. A single room or twin room may be booked, at an extra charge.

5.3 Linguatime reserves the right to charge different prices on Shared Apartment accommodation when offering alternative accommodation during any stop sale period.

5.4 When booking shared Self-Catering apartments, students must pay a refundable deposit of € 100 to cover any possible damage to their accommodation. This is payable on the first day at school. Students may be liable to pay additional sums if the cost of repair/replacement exceeds € 100.

5.5 More details about each apartment will be sent 7 to 10 days prior to arrival.

**6.0 Airport Transfers**

6.1 Unless specifically stated, airport transfers are charged for as an extra.

6.2 Flight details must be advised in writing not later than 5 days prior to the arrival/departure date. Failure to inform the School as advised will result in the cancellation of the airport pick up/drop off and the fee is not refundable or transferable.

6.3 It is compulsory for students to book an arrival transfer service for all booked accommodation

6.4 In case of any last minute changes please inform us immediately by calling our emergency number which is found on the booking confirmation. Failure to do so would mean forfeiting your transfer and an additional taxi transfer will be charged.

**7.0 Dismissal from Course and Accommodation**

The school reserves the right to dismiss any student from the course and accommodation for unjustified absence, misconduct or unacceptable behaviour. No refund will be given in these situations and any costs arising, including repatriation costs, will be at the student's expense.

**8.0 Visas**

8.1 It is strongly recommended that travel arrangements are not finalised until the visa confirmation from the Immigration Office is received. All students requiring a visa are to settle the course/accommodation fees in full upon booking confirmation.

8.2 Students on a visa are obliged to attend classes daily.

8.3 Visa extensions are charged a € 25 administration fee per application.

8.4 Linguatime cannot be held responsible for any costs arising as a result of visa refusals. In the event that a visa is refused, we would require a copy of the refusal letter in order to forward a refund of the fees paid, less an Administration Fee of € 50. Any Bank Charges must be borne by the student.

**9.0 Liability / Insurance**

9.1 Students have to pay for any damage they cause on the school premises or at their accommodation.

9.2 It is strongly recommended that you take out a personal insurance cover including travel, cancellation, medical and repatriation cover. Linguatime is not liable in case of illness, accident, loss or damage to personal effects or property.

**10.0 Legal Personality**

10.1 Linguatime School of English is a private limited liability company operating under the name of Linguatime Limited (Company Registration Number C19498) and with its registered offices at 37 Apartment R, Dolphin Court, Embassy Way, Ta' Xbiex XBX 1073, Malta. The School premises are located at 234E Tower Road, Sliema SLM 1600, Malta.

**11.0 Booking Conditions, Payments, Cancellations and Refunds**

11.1 To confirm a booking, a non-refundable deposit of 30% of the course and accommodation costs must be paid. Two weeks before arrival, the full balance of the course and accommodation costs must be settled. Access to accommodation will not be given unless all fees are settled in full.

11.2 If the booking is made less than two weeks before arrival date, the payment must be made in full.

11.3 Payment should be made by bank transfer or by credit card and bank charges must be borne by the student. All credit card payments must include an additional 3% charge to cover credit card fees.

11.4 Cancellations before arrival will incur the following cancellation fees:

| Notice of Cancellation:          | Cancellation fees payable: |
|----------------------------------|----------------------------|
| 15 days or more prior to arrival | 30% of the total amount    |
| 8 to 14 days prior to arrival    | 50% of the total amount    |
| 7 days or less prior to arrival  | 100% of the total amount   |

11.5 No refunds are allowed for students withdrawing from / curtailing a course or cancelling / curtailing their accommodation/leisure activities/transport arrangements or who fail to attend classes. Absence due to illness or accident is not refundable. Any request for a course credit should be made in writing on the specific form provided by the School's Administration and cancellation fees may apply.

11.6 A charge of € 50 is payable whenever any alteration is made to the course or accommodation booked. All changes are subject to the School's approval and cancellation fees may apply.

11.7 Any refunds will be made to the person / organisation from whom the original payment was received. Refunds cannot be processed until the full payment for all services booked would have been received by the school.

11.8 Any problems or complaints with courses, accommodation, activities or any other services should be brought to the School's attention immediately and should be made formally by completing a Complaint Form available from the School's Administration. Complaints will not be taken into account at the end of your stay.

**12.0 Force Majeure**

Linguatime is not liable should the school fail to supply contracted services as a result of causes or events outside its control, such as, but not limited to, natural disasters, strikes & industrial disputes, unusually adverse weather conditions and similar events.

**13.0 Media (Photography & Filming)**

From time to time Linguatime takes promotional photographs and/ or video footage of students. These may be used in its promotional material, unless the student specifically objects to this in writing by not later than his/ her first day at the school. Students will not be compensated for the time involved in the taking of such photographs or video footage. Linguatime reserves the right to use all photographs and video footage for promotional purposes in any way it deems appropriate and students assign to Linguatime any rights they may have over such materials. The copyright to all such photographs and video footage shall belong to Linguatime.