

Season	Code	Dates
Low Season	LS	2nd January 2016 - 27th February 2016 & 29th October 2016 - 31st December 2016
Middle Season	MS	27th February 2016 - 2nd July 2016 & 3rd September 2016 - 29th October 2016
High Season	HS	2nd July 2016 - 3rd September 2016

Obligatory Fees :
To be paid upon arrival at school

Course registration	€ 20
Course books *	€ 35
Course materials **	€ 10
Accommodation Fee <i>// booking accommodation</i>	€ 30

SHORT TERM 1 - 7 WEEKS Price per week

COURSES

Exam Minimum Levels:

Cambridge PET / KET	A1
IELTS / FCE	B1
TOEFL / TOEIC / CAE	B2

General English Courses	Max per class	Lessons / hours per week	Minimum Level	LS	MS	HS
Group 20*	12	20 / 15	A2	135	155	195

Common European Framework

Beginner	A1
Elementary	A1 - A2
Pre-Intermediate	A2 - B1
Intermediate	B1 - B2
Upper-Intermediate	B2
Advanced	C1

Group 30*	12	30 / 22.5	A2	185	205	245
Intensive*	12 / 1	20 / 15 Group + 10 / 7.5 Private	A2	320	340	380

Business English Courses	Max per class	Lessons / hours per week	Minimum Level	LS	MS	HS
Mini Group 20**	6	20 / 15	B1	225	245	285

- 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

Mini Group 30**	6	30 / 22.5	B1	305	325	365
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Private Courses	Max per class	Lessons / hours per week	Minimum Level	LS	MS	HS
Private 10**	1	10 / 7.5	A1	250	270	310

Private 20**	1	20 / 15	A1	490	510	550
Semi-Private 10**	2	10 / 7.5	A1	180	200	240

Accommodation Fees (Obligatory):

Arrival Transfer	€ 25
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Semi-Private 20**	2	20 / 15	A1	340	360	400
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- Accommodation notes:**
- Stays of 5/6 nights are charged full week rates (irrelevant 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
 - Homestay bookings are subject to change homes due to the nature of the accommodation
 - Max 4 students in a shared room

Exam Preparation Courses	Max per class	Lessons / hours per week	Minimum Level	All Year
Cambridge / IELTS / TOEFL / TOEIC* <i>We recommend a minimum of 8 weeks</i>	12 / 4	20 / 15 General English + 10 / 7.5 Exam Preparation	See table	290

ACCOMMODATION

Self Catering Shared Apartments—no meals	LS	MS	HS
Triple/Quad room	110	125	190

Twin room	155	170	235
Single room	215	230	335

Homestay—half board (breakfast + dinner)	LS	MS	HS
Shared room	165	180	220

Single room	210	240	340
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Supplements (price per week):

Only nationality in the apartment / homestay (upon request)	€ 100
Homestay, Full Board (Daily packed lunch)	€ 50
Homestay, Vegetarian / Special dietary conditions	€ 50
Homestay, Easter Supplement (20th March - 27th March 2016)	€ 40
Homestay, Christmas Supplement (25th December 2016 - 1st January 2017)	€ 40

Season	Code	Dates
Low Season	LS	2nd January 2016 - 2nd July 2016 & 3rd September 2016 - 31st December 2016
High Season	HS	2nd July 2016 - 3rd September 2016

Obligatory Fees :
To be paid upon arrival at school

Course registration	€ 20
Course books *	€ 35
Course materials **	€ 10
Accommodation Fee <i>If booking accommodation</i>	€ 30

LONG TERM 8 - 19 WEEKS Price per week

COURSES

General English Courses	Max per class	Lessons / hours per week	Minimum Level	LS	HS
Group 20*	12	20 / 15	A2	115	145
Group 30*	12	30 / 22.5	A2	160	190
Intensive*	12 / 1	20 / 15 Group + 10 / 7.5 Private	A2	300	330
Exam Preparation Courses	Max per class	Lessons / hours per week	Minimum Level	All Year	
Cambridge / IELTS / TOEFL / TOEIC*	12 / 4	20 / 15 General English + 10 / 7.5 Exam Preparation	See table	250	

Exam Minimum Levels:

Cambridge PET / KET	A1
IELTS / FCE	B1
TOEFL / TOEIC / CAE	B2

Common European Framework

Beginner	A1
Elementary	A1 - A2
Pre-Intermediate	A2 - B1
Intermediate	B1 - B2
Upper-Intermediate	B2
Advanced	C1

Course Notes:

- Bookings which overlap seasons are charged for each week at the corresponding seasonal rate

ACCOMMODATION

Self Catering Shared Apartments—no meals	LS	HS
Triple/Quad room	105	160
Twin room	140	195
Single room	185	230

Accommodation Fees (Obligatory):

Arrival Transfer	€ 25
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Accommodation notes:

- Stays of 5/6 nights are charged full week rates (irrelevant 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
- Homestay bookings are subject to change homes due to the nature of the accommodation
- Max 4 students in a shared room

ACADEMIC YEAR 20 WEEKS + Price per week

COURSES

General English Courses	Max per class	Lessons / hours per week	Minimum Level	All Year
Group 20*	12	20 / 15	A2	105
Group 30*	12	30 / 22.5	A2	150
Intensive*	12 / 1	20 / 15 Group + 10 / 7.5 Private	A2	290

ACCOMMODATION

Self Catering Shared Apartments—no meals	All Year
Triple/Quad room	100
Twin room	125
Single room	170

1.0 First Day

All courses start on a Monday (Tuesday if Monday happens to be a public holiday) and Registration is carried out first thing on Monday morning.

1.1 Fees for course and accommodation registration, books and course materials are to be paid on the first day of the course during registration.

1.2 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 will be held Monday morning on arrival, but students will miss the first two sessions of the course.

1.3 School Closure

The following dates are public holidays in Malta. The school is closed on these days and no tuition is carried out: 01 Jan, 10 Feb, 19 March, 25 March, 31 March, 01 May, 07 June, 29 June, 15 August, 08 September, 21 September, 08 December, 13 December and 25 December. Classes missed due to a public holiday are not eligible for a refund, discount or replacement classes with the exception of the Intensive Courses (afternoon) which classes will be replaced. The school is closed for 1 week over the Christmas period. The last school day is Friday 23 December 2016 and classes resume on Monday 02 January 2017.

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.

2.1 Group classes are held either in the morning from 09:00 to 10:30 and from 11:00 to 12:30 or in the afternoon from 13:00 to 14:30 and from 14:45 to 16:15. Intensive English classes are held in the morning and in the afternoon. Private lessons are held at any time from 08:00 to 20.00, subject to availability.

Course Name	Class	Lessons	Hours
General English Group 20	12	20	15
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	6	20	15
Business English Mini Group 30	6	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

2.2 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 the school's control or if it is in the interest of the students 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 compulsory for all Group Courses. Any student moving up a level during their stay would need to purchase a new book. 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 if accompanied by their parents/guardians throughout the duration of the course.

2.8 If enrolment is for a long duration of over twelve weeks, one may request a break of not more than two weeks (with every 12 weeks booked). Provided that the school is informed at least two weeks in advance, no cancellation fee or administration fee will be incurred. There is no refund on accommodation for the break period and the student may leave personal belongings in their room if desired. Linguatime does not accept liability for any loss or damage to belongings during this period. The student is not guaranteed the same class and/or the same teacher and/or the same accommodation upon his/her return. Some course unit repetition may also be experienced. Students must give their return arrival date and time prior to departing for their Holiday Break – this will ensure a hassle-free return.

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 15:00hrs, 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 €25.00.

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.

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. Any changes to your travel arrangements must be advised in advance in order to allow sufficient time to advise accordingly.
- 6.3 It is compulsory for students to book an arrival transfer service for all booked accommodation.

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:

- 15 days or more prior to arrival
- 8 to 14 days prior to arrival
- 7 days or less prior to arrival

Cancellation fees payable:

- 30% of the total amount
- 50% of the total amount
- 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.