



Malta Academic Course Guide

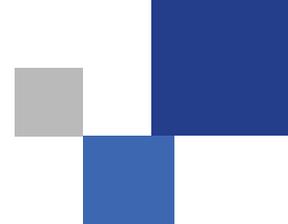
Crossing Language Barriers



50 years of experience

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Why inlingua?

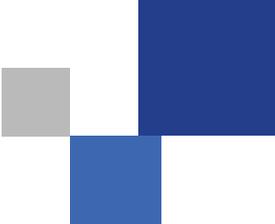
We form part of inlingua international, celebrating 50 years experience in effective language training. inlingua is the largest association of privately-owned language schools currently having 309 language centres in 39 countries worldwide.

- inlingua Malta was the first language school on the island of Malta, established in 1980 and backed by 39 years of experience - We are trend setters in the ELT industry in Malta.
- Quality not quantity - We offer a personalised service where teaching standards are not compromised by quantity and price.
- Qualified inlingua trainers deliver our own style of training, supplemented with language learning resources developed by our pedagogical department in Switzerland.
- Continuous worldwide learning - carry on learning online or at another centre in your area using the same course books worldwide.
- Location, Location, Location - We are situated in a prime location within the touristic area of Sliema, with cafes, restaurants, retail outlets and leisure pick-up points right on our door-step.

The inlingua Approach

- We teach English in English. inlingua material makes this possible even with beginners
- We believe that variety is the spice of teaching - our trainers have variety in their teaching
- We get the atmosphere right - students learn more efficiently when motivated, interested and happy
- We teach through examples rather than long explanations
- We test your existing language knowledge before teaching a new language
- We handle students' errors with care - the careful progression of language in inlingua courses minimises the chance of mistakes
- We believe in autonomous learning and learner-centred classrooms.
- We give students opportunities to experiment; the chance to create their own sentences, both to test the rules they have learnt and to use language for its real purpose - communication!
- Learn English through speaking...speaking is the quickest way to fluency...our students get to do the speaking themselves in class





inlingua Courses

Maybe you want to move forward in your career, or further your education in an English speaking country. Perhaps you want to study for your own personal satisfaction or improve your social skills in the global environment. Whatever your reasons, inlingua Malta has a course for you.

We offer a variety of courses welcoming students from the age of 5 years old. Our course options are suitable for all ages and needs. Students coming to inlingua can have the option of learning General or Business English, either privately, or in a group. We also offer all-inclusive packages that include accommodation, leisure programme, airport transfers and tuition.

inlingua Plus

A blended learning tool which merges the benefits of both classroom and internet learning. inlingua Plus consists of a collection of interactive multimedia activities which compliment your English language learning studies. Learners can also choose to join a number of virtual classrooms suited to their level and needs. Learning languages at inlingua becomes even more professional, efficient and fun - thanks to inlingua Plus!

Online Testing

Take the online Placement Test before starting your course - www.inlingua-pot.com.

Choose MALTA as Country & Centre. Your test result will be sent automatically to inlingua and the right class level will be assigned before your first day.

Our School:

- 20 air-conditioned classrooms all with Interactive Flat Panels
- Student lounge
- Lending library
- Wireless internet access
- ISO Certified - Quality assured
- Feltom Accredited
- Authorised Cambridge Centre



Learning in a Group
English for Life

20+ Lessons a Week



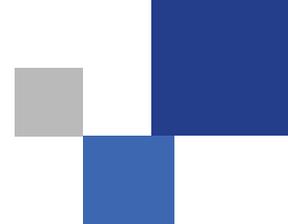
Small Group
Class Sizes



Beginner to
Advanced Levels



Learn General or
Business English



Learning in a Group

English for Life

General English 20/30

- 20 or 30 lessons per week
- Maximum of 10 students
- Students 13 years+
- Beginner to Advanced level

This is a perfect choice if you want to combine a language course with a relaxing, fun-filled holiday. During your lessons you will learn conversational skills, grammar structures and vocabulary, which will enable you to communicate effectively in various social situations using the English language. Using the inlingua course book you will cover topics of general interest and you will be able to use your new language skills in everyday life. Supplementary audio and visual material is used in class, making your lessons varied and dynamic. Your trainers will monitor your progress throughout your stay and help you reach your full potential.

Business English 20

- 20 lessons per week
- Maximum of 6 students
- Students 18 years+
- Beginner to Advanced level

This course will teach you how to communicate effectively in a business environment and the inlingua course book covers topics and language common to this field. We also have specially designed English books which cover various areas of business such as meetings, finance, presentations, negotiating, business correspondence, human resources and many more. Lessons are intense and focused and you will learn quickly in this highly charged environment.

English Mini Group 20/30

- 20 or 30 lessons per week
- Maximum of 6 students
- Students 13 years+
- Beginner to Advanced level

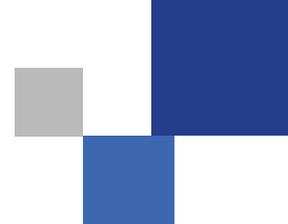
The style of this course is similar to the General English Course and lessons are structured in the same way, but the reduced number of students in class means that you are able to practice more during the lesson and improve your skills at a faster pace within the same period of time.

English Junior 20

- 20 lessons per week
- Maximum of 10 students
- Students 5-12 years

The junior course aims to build up basic knowledge of the language by focusing on simple verbs, grammar and vocabulary. The course is designed specifically for children. Learning is made more effective and much more fun through the use of visual props and exercises in the form of games and activities. Trainers communicate verbally and non-verbally with the students, and this enables those with a very low level of English to understand and participate in the lesson. The child is encouraged to practice through participation and the trainer creates a positive atmosphere where students are confident and relaxed. Child supervision by the trainer is offered at no extra charge during school hours.





Learning in a Group

English for Life

Long Stay Programme

- 20 or 30 General English group lessons per week
- Minimum 8 week duration
- Maximum of 10 students

This course is ideal for students who want to develop fluency in English similar to that of a native speaker. Students are closely monitored and assessed regularly through achievement tests and trainer feedback. Such programmes lead to achieving internationally recognized certification.

Parent and Child Courses

- 20 lessons per week
- English Junior 20 + General English 20
- English Junior 20 + English Mini Group 20
- English Junior 20 + Business English 20
- Beginner to Advanced level

Our junior course offers English lessons for children starting from the age of 5. Parents can book any course consisting of 20 lessons at the same time as their children. Parents have peace of mind and can focus on learning knowing their children are being well taken care of while developing their English language skills. The convenience of attending the same school means parents can accompany their child to class every day and collect them at the end of their lessons.

English Combined

- 20 group + 10 one-to-one lessons per week
- Junior English Combined - (Students 5-12 years)
- General English Combined - (Students 13 years+)
- Business English Combined - (Students 18 years+)
- Beginner to Advanced level

Make the most out of your time at inlingua Malta and follow this course to achieve optimum results rapidly and effectively. We have combined 20 group lessons followed by 10 One-to-One lessons targeting areas for your specific needs. The combination of group and One-to-One learning has proven to produce excellent results with our students!



Learning One-to-One
English for Work

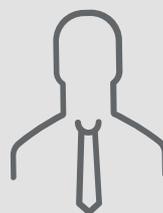
Student Needs
Analysis



Beginner to Advanced



English for
Specific Purposes



Knowledgeable
Trainer

Learning One-to-One English for Work

Crash Intensity Programme CIP®

- 10, 20, 30, or 40 General English lessons per week
- 30 or 40 Business English lessons per week
- Beginner to Advanced level
- One-to-One learning

inlingua designed Crash Intensity Programmes as a crash course for people who need to improve their general language skills significantly within a short period of time. This type of course will give you a full day of private instruction whereby your trainer builds the lessons around your personal needs and interests. You will be encouraged to get actively involved in the learning process, to make sure that the course delivers exactly what you expect it to. This intensive course scores highly with students who realistically feel that they have improved their English over a short period of time.

Immersion Programmes

Home Tuition

- General or Business English
- 20, 25 or 30 lessons per week
- Beginner to Advanced level

Home tuition programmes provide you with the opportunity to live in your trainer's home and be fully immersed in the language throughout your stay. You will learn English at a much faster pace this way as your main interaction is with native speakers and you are constantly practising your language skills which means that your listening, comprehension and speaking skills will be greatly improved by the time you leave. You may choose to follow a one-to-one home tuition programme. Alternatively, if travelling with a family member or friend, home tuition programmes can also be organised for two people.

Bildungsurlaub



In Germany, the institution of Bildungsurlaub allows employees of any sector to apply for up to an extra five days of educational leave that are to be used for professional advanced training. The fields of training are not specified as long as there is a "minimum benefit" for the current work place. Language courses have become a popular option for Bildungsurlaub as they allow employees to travel and advance their foreign language skills abroad. At inlingua we offer course options with a minimum of 30 lessons per week that are recognised for Bildungsurlaub schemes in various regions of Germany.





Young Learners

Totally Teens

- Students 13-17 years

A perfect choice for youngsters who want to improve their English but still enjoy a fun-filled holiday. This package consists of 20 group lessons per week, together with accommodation in an English speaking host family providing learners with a home away from home. Accommodation options are on full board or half board basis in a sharing room. We also organise an exciting leisure programme which ensures that teens enjoy the very best of what Malta has to offer whilst socialising with people from all over the world and making new friends. All activities are supervised and led by experienced group leaders.

What's included?

- Welcome and information Pack
- General English 20 Group Course
- inlingua Course book
- Host Family Accommodation on Full Board Basis
- Student Travel Insurance
- Certificate upon completion of course
- Activity programme
- Group Guides and Leaders
- Airport Transfers

Active Teens

- Students 13-17 years

The active teens package is ideal for teenagers who are travelling with family but still want to socialise with other teenagers in an activity-packed learning experience. The package consists of 20 group lessons of General English per week together with our teen activity programme. Lead by group leaders, the package offers an excellent opportunity for teenagers to make new friends whilst discovering all the fun-packed activities tailor-made for teens and tweens!

What's included?

- Welcome and information Pack
- General English 20 Group Course
- inlingua Course book
- Certificate upon completion of course
- Activity programme
- Group Guides and Leaders
- Student Travel Insurance
- Daily Lunch Pack

2 WEEKS - SAMPLE PROGRAMME

Day	Morning	Afternoon	Evening
Sun	-	Golden Bay Beach	Sliema Evening
Mon	inlingua Introduction	Lessons	Welcome Party
Tues	Lessons	Malta 5D + Ferry	Balluta Evening
Wed	Kayaking	Lessons	International Party
Thur	Lessons	Go Karting	Cinema
Fri	Blue Grotto Beach	Lessons	Zumba
Sat	-	South of Malta	Laser Tag
Sun	-	Comino	Sliema Evening
Mon	Valletta Tour	Lessons	Boat Party
Tues	Lessons	Esplora Scientific Park	Shopping by Night
Wed	Lessons	Waterpark	International Party
Thur	Lessons	Harbour Cruise	Bowling
Fri	Sliema Beach	Lessons	Beach Bonfire Night
Sat	-	Riviera Beach	Malta By Night





Exam Preparation Courses

Cambridge English Qualifications (KET, PET, FCE, CAE, CPE, BEC)



**Cambridge Assessment
English**

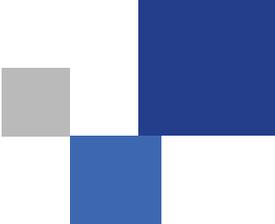
Authorised Exam Centre

inlingua Malta is an open exam centre for the Cambridge English Qualifications which provide life-long English language certification recognised by thousands of employers, universities and colleges worldwide and are accepted in more than 130 countries. Being an authorised centre for the Cambridge English Qualifications, candidates have the advantage of preparing for the exam on the actual examination premises! As an added bonus, inlingua Malta has introduced frequent pre-testing allowing a wider degree of flexibility for set exam dates.

Cambridge certificates are the most widely recognised qualification worldwide for English as a Second Language. These exams assess your ability to communicate effectively in English in realistic situations, and will provide you with the ideal preparation to use English in your academic and professional life. Cambridge exams are held in March, June, August and December. We hold exam preparation courses as well as exam sittings for the following: KET, PET, FCE, CAE and CPE. Exam preparation courses are also offered for BEC upon request.



Cambridge certificates are the most widely recognised qualification worldwide for English as a Second Language



Cambridge ESOL Exam Package

- 30 Exam Preparation group lessons per week
- 4 or 8 week duration (see price list for course dates)
- Maximum of 10 students in a class

IELTS & TOEFL

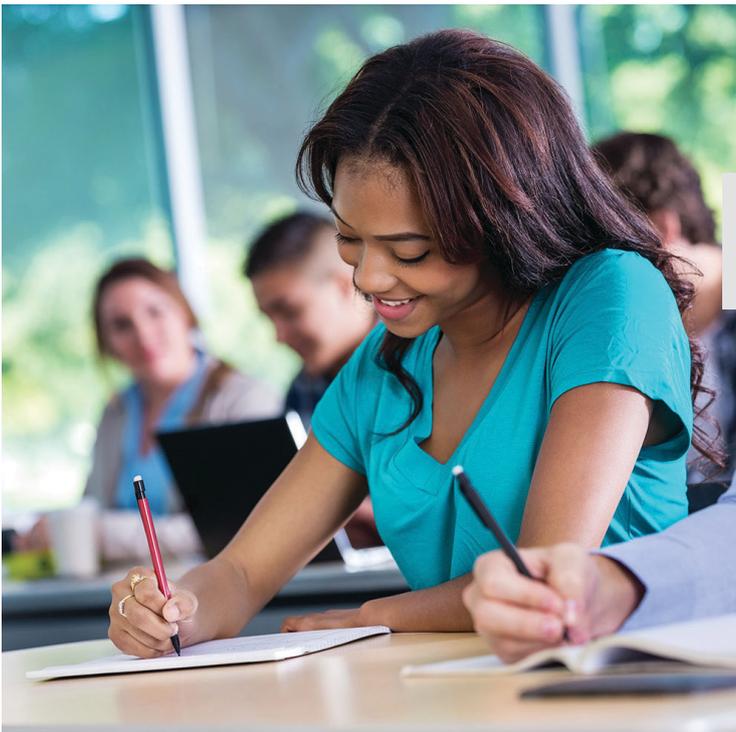
IELTS is the International English Language Testing System, while TOEFL is the Test Of English as a Foreign Language. Both exams measure your ability to communicate in English across all four language skills – listening, reading, writing and speaking; and are meant for individuals who intend to study or work where English is the language of communication. IELTS and TOEFL certifications are valid for a period of 2 years.

IELTS Exam Package

- 30 Exam Preparation group lessons per week
- Courses start every Monday
- Maximum of 10 students in a class

Exam Preparation One-to-One

- 30 Exam Preparation One-to-One lessons per week
- Minimum 1 week duration
- Suitable for all exam types: IELTS, TOEFL, PET, FCE, CAE CPE



“I have really enjoyed my inlingua learning experience. My teacher is well prepared, the book is useful and my class mates are really nice. Now I hope I will pass the Cambridge Exam!,,

Beatrice, Italy



Accommodation Matters

We want you to be as comfortable as possible during your stay here so we have a variety of accommodation options on offer. Wherever you choose to live, we will make all the necessary arrangements, and you can concentrate on learning and having fun.

Staying with a Host Family

inlingua host families are chosen for the welcoming atmosphere in their home. If you choose this type of accommodation, you will learn Maltese customs and traditions, whilst rapidly improving your English through constant communication with your host family. Students have the option to choose Half or Full Board Basis.

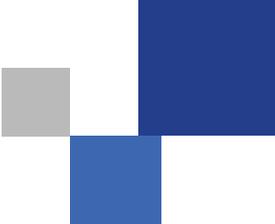
This environment is safe and comfortable especially for young students who are away from home for the first time. In this type of accommodation you can choose to sleep in a single or sharing room. There is also the option of a private bathroom and the opportunity to be the only person in the family to speak your native language.

The Residence St Julians

- Budget student accommodation**

Our school residence is centrally located in the popular town of St. Julians, just ten minutes away from the school by bus. Our residence comprises of four blocks of self catering apartments situated around a large central courtyard with FREE WIFI Hot Spot.

Amenities include a reception area, swimming pool, and a pub. Bay Street shopping centre, Eden Cinema and bowling alley together with the popular St. George's sandy beach, are all within walking distance of the inlingua Residence. All apartments enjoy sharing twin rooms with ceiling fans, a private bathroom, lounge area and a kitchenette. Towels and linen are provided - www.theresidencestjulians.com



Hotel Accommodation

Whatever your budget, we can find an option to suit you, with choices ranging from budget hotels and guesthouses, to premium five star accommodation. Chosen hotels are located within close proximity to inlingua Malta.

For the mature student

The Palace Hotel ★ ★ ★ ★ ★

The Palace is a 5 star luxury city centre hotel situated in the heart of Sliema, Malta. It is highly rated for its services, gastronomy, organization, professional level and surroundings – and it has succeeded in creating a luxurious complex inside a city. The perfect location for your 5 star holiday in Malta.

For the young at heart

Corner Hostel

Just 200m away from Sliema Beach and Promenade, Corner Hostel is a renovated Maltese townhouse offering a communal kitchen, rooms and dormitories, all with ensuite bathrooms. Students who choose this accommodation will have the option of dorm style rooms of up to 4 people, with either same or mixed gender options.



Pricelist 2019

Learning in a Group

GENERAL ENGLISH				
Price per person per week	Maximum students per class	Lessons per week	Standard € per week	High € per week 1st June - 1st September
General English 20	10	20	165	210
General English 30	10	30	210	255
English Mini Group 20	6	20	200	290
English Mini Group 30	6	30	285	375

BUSINESS ENGLISH				
Business English 20	6	20	230	280

JUNIOR ENGLISH				
Junior English 20	10	20	195	240

ENGLISH COMBINED				
General English Combined	10/1	20+10	415	475
Business English Combined	10/1	20+10	485	545
Junior English Combined	10/1	20+10	440	500

English Combined includes 20 group lessons and 10 One-to-One lessons

Parent and Child Programme

PARENT & CHILD					
Parent Course	Child Course	Maximum students per class	Lessons per week	Standard € per week	High € per week 1st June - 1st September
General English 20	English Junior 20	10/10	20	360	450
English Mini Group 20	English Junior 20	6/10	20	395	530
Business English 20	English Junior 20	6/10	20	425	520

Lessons start and finish at the same time - Only one registration fee charged for two family members



Take the Online Placement test before you start your course - www.inlingua-pot.com

Longstay Package

LONGSTAY (8 weeks+)								
	Maximum students per class	Lessons per week	8 weeks	12 weeks	24 weeks	32 weeks	40 weeks	48+ weeks
General English 20	10	20	1,040	1,500	2,880	3,680	4,400	5,040
General English 30	10	30	1,280	1,860	3,600	4,640	5,600	6,480

STUDENT RESIDENCE SELF-CATERING APARTMENTS FOR LONGSTAYS				
	Standard 8 weeks	Additional weeks	High 8 weeks 1st June - 1st September	Additional weeks
Single Room	1,200	150	1,440	180
Double Room	640	80	880	110
Triple Room	560	70	800	100
Quad Room	480	60	720	90

Learning One-to-One

CRASH INTENSITY PROGRAMME ® - PRIVATE LESSONS			
Price per person per week	Lessons per week	Standard € per week	High € per week 1st June - 1st September
CIP ® General English 10	10	280	330
CIP ® General English 20	20	540	640
CIP ® General English 30	30	750	900
CIP ® General English 40	40	800	1,000
CIP ® Business English 30	30	780	930
CIP ® Business English 40	40	840	1,040

CIP 30 and 40 programmes include welcome pack, refreshments and daily newspaper

HOME TUITION - LEARNING & LIVING WITH A HOST FAMILY			
English Home Tuition One to One	20	770	900
	25	870	1,020
	30	970	1,140
*English Home Tuition For Two	20	585	690
	25	645	770
	30	705	850

Home Tuition includes course, General English Course book, host family accommodation on full board and transfers
 *English Home Tuition for Two must be booked by two persons of the same level at the same time
 Business English Home Tuition Supplement: €75 per week

Young Learners - Packages

TOTALLY TEENS PACKAGE (AGE 13-17)			
Price per person	Summer Package 15th June - 25th August 2019		
	1 week	2 week	Additional week
General English 20 course, course book, F/B host family accommodation + activity programme + student travel insurance	750	1,200	650
Totally Teens Package includes: 20 group lessons, course book, transfers, full-board accommodation and activity programme with inlingua group leaders, student travel insurance Host family Single Supplement - €12 daily Detailed programme plan for above packages - visit www.inlinguamalta.com			

ACTIVE TEENS PACKAGE (AGE 13-17)			
Price per person	Summer Package 15th June - 25th August 2019		
	1 week	2 week	Additional week
General English 20 course, course book + activity programme + packed lunch + student travel insurance	475	850	425

Exam Preparation Courses

CAMBRIDGE, IELTS & TOEFL					
Price per person	Lessons per week	Recommended Level	Start Dates	Length	€ Price
Cambridge Exam Course: FCE	30	Upper Intermediate (B2)	11th Feb, 27th May, 18th Nov	4 weeks	800
			14th Jan, 29th Apr, 21st Oct	8 weeks	1,600
Cambridge Exam Course: CAE	30	Advanced (C1)	18th Feb, 27th May, 18th Nov	4 weeks	800
			21st Jan, 29th Apr, 21st Oct	8 weeks	1,600
Cambridge Exam Course: CPE	30	Proficiency (C2)	11th Feb, 20th May, 11th Nov	4 weeks	800
			14th Jan, 22nd Apr, 14th Oct	8 weeks	1,600
IELTS Group Course	30	Upper Intermediate (B2)	Upon Request	1-3 weeks	*250
				4 weeks	800
				8 weeks	1,600
Exam Preparation Course One-to-One (Cambridge, IELTS, TOEFL)	30	Intermediate (B1) - Proficiency (C2)	Upon Request	1 week Flexible	650
*Price per week inlingua also organises Cambridge Exam Foundation course leading up to the preparatory course dates. Kindly contact our sales team for further information. Exam Preparation Book and Exam fees are not included in the price All courses lead up to set Examination dates for 2019 Special offers on Residence accommodation when booking an Exam Preparation Course of 8 weeks					

Tailor-made Group Packages

TRAVELLING IN A GROUP

Group packages available on request: Course, accommodation, activity programme and airport transfers - Minimum 10 students

Accommodation

HOST FAMILY

Price per person per night	Board Basis	Standard € per night	High € per night
Host Family Single Room	H/B	32	42
	F/B	38	48
Host Family Sharing Room	H/B	22	32
	F/B	28	38
Supplements	Only Language	8	11
	Private Bathroom	8	14
	Dietary Request	12	12

All accommodation is subject to availability - Single Room availability is limited in high season
 Arrivals to Host Family are to be scheduled between 11:00 and 23:00 whilst departures are to be scheduled before 15:00. Arrivals and Departures outside these times are charged as an extra night.
 Host Families with sufficiently large bedrooms may host 3/4 students in one room.
 H/B: Half Board - Breakfast & Dinner, F/B: Full Board - Breakfast, Packed Lunch & Dinner
 Wi-Fi is charged at Host Family's discretion - maximum charge €5 weekly

THE INLINGUA RESIDENCE (18+)

Price per person per week	Standard € per week	High € per week	
Sharing Room - up to 4 persons	126	203	
Sharing Room - up to 2 persons	182	280	
Private Use - for 1 person	238	336	
Supplements	*B/B	35	35
	*H/B	125	125

*Meals taken in recommended restaurants closeby
 Refundable security deposit of €50 will be collected upon arrival

TWO WAY AIRPORT TRANSFERS

Price per person			
1 person	2 persons	3 persons	4 persons
€45	€22.50	€20	€17

TAKE NOTE



Non- Refundable Fees

Registration: €45
Visa Assistance: €35
Student Insurance: €10 per week



What's included

Online Placement test www.inlingua-pot.com,
Certificate upon completion of course,
Welcome Pack, Welcome drink, Wi-Fi, Beach
Club Entrance, Student Discount Card



Opening Hours

Standard Season
Monday - Friday 0830 - 1700
High Season
Monday 0800 - 1730
Tuesday - Friday 0830 - 1730



Information

High Season: 1st June - 1st September
Lessons are held in the mornings and
afternoons
1 Lesson: 45 minutes
Class Size: Maximum 10
High Season: Maximum 12
Courses Start: Every Monday



Compulsory Course Books

Junior English Book: €37
General English: €27
Business Book + CD: €42
Exam Course Book: €45



Cambridge Exam Dates 2019

FCE Exam Fee: €175
9th March, 22nd June, 22nd August,
14th December
CAE Exam Fee: €180
16th March, 22nd June, 22nd August,
14th December
CPE Exam Fee: €185
9th March, 13th June, 5th December

TERMS & CONDITIONS

Payment Terms

Upon confirmation of booking and receipt of invoice, payment is to be made in full by Bank Transfer, Credit Card or Secure Online Payment via Flywire as follows:
Up to 6 months prior to arrival date:
20% non-refundable deposit within seven (7) days of confirmation of booking. Failure to receive deposit will result in cancellation of booking. Balance to be settled 3 months prior to arrival date.
From 3 months prior to arrival date:
Full payment within seven (7) days of confirmation of booking.
BANK TRANSFER: Payment together with Bank charges on receipt of invoice. Bank details provided on invoice and listed below.
ONLINE PAYMENT: Pay securely through the link listed at the bottom of your invoice www.inlinguamalta.flywire.com. Failure to comply with our payment terms will result in the cancellation of your application.

All fees are to be settled before the enrolment start date and no student will be allowed to start their course until full payment has been received

Cancellation Fees/Refund Policy

You can request a modification, cancellation or refund by contacting us on info@inlinguamalta.com and quoting your reference number.
In the event that you cancel your booking the following refunds will apply:
For cancellations 30 days prior to course or accommodation start date (whichever comes first) inlingua will refund fees received as listed below less non-refundable charges. (Registration fees - Visa assistance, Medical insurance fees if applicable - Administration charges)

30 days prior to arrival date - Full refund (excluding non-refundable charges/ *cancellation fees for accommodation)

14 days prior to arrival date - 75% of invoice (excluding non-refundable charges/ *cancellation fees for accommodation)

7 days prior to arrival date - 50% of invoice (excluding non-refundable charges/ *cancellation fees for accommodation)

3 days prior to arrival date - 25% of invoice (excluding non-refundable charges/ *cancellation fees for accommodation)

Cancellation 2 days prior to arrival and "no shows" - no refund

*Hotel Accommodation - cancellation 28 days prior to arrival - no refund

*Host Family/ Residence Accommodation - cancellation 28 days prior to arrival - 3 days cancellation charge

All changes with accommodation after arrival are subject to a €25 fee paid locally.

Upon quote, Host Family Accommodation will only be made available for the first 48 hours following a request.

In cases of illness or holidays planned through the duration of the course, the head of school needs to be informed. Lessons missed for this reason will not be replaced or refunded.

Visas

Students travelling on a VISA must plan ahead and check with their local Maltese representation with regard to timings for VISA application.

inlingua Malta will issue a Confirmation letter, a ProForma invoice and a Letter of Acceptance for Visa application upon full payment.

There is a charge of €35 for Visa assistance and any additional cost incurred should documents be sent by courier.

Cancellations after VISA refusal

Any cancellations due to VISA refusals must be made in writing and communicated to info@inlinguamalta.com within three (3) days of receipt of the refusal document sent by the issuing Embassy/Authority. In the event of a refusal the following cancellation charges apply:-
7 days prior to arrival - 3 days host family/ Residence accommodation/ full stay hotel accommodation + *non-refundable charges
Less than 7 days prior to arrival - 1 week tuition + 1 week host family/Residence accommodation/ full stay hotel accommodation + *non-refundable charges*
(*Non-Refundable Charges include registration/Visa Assistance/Courier/Admin fees).

Cancellations or shortening of courses after Visa has been issued

No refunds are granted to students failing to arrive or who are absent during their course. Periods of absence are not compensated with free extensions at the end of the course. In the case of students being granted a visa, non-arrivals, late arrivals and periods of absence will be reported to the immigration authorities. For all other reasons, cancellations must be made in writing and the following cancellations charges apply:-

Between 1 - 21 days prior to arrival date - 4 Weeks tuition and accommodation fees, Registration Fee and Admin charges will be retained.

For no-shows, or cancellation or shortening of courses after arrival date - no refund will be given.

Postponement of courses

In the event that, between 14-21 days prior to course start date the entry visa application approval is still pending students can opt to postpone their course to a later starting date within the current year against a fee of €145. On confirmation of Visa approval, cancellation policies above apply.

Take Your Test Online - Before You Arrive

Adult students are to complete the online placement test at www.inlingua-pot.com before your arrival - failure to do so will mean completing the test on the first day of school resulting in the possible loss of the first 2

lessons. No refund will be offered for these missed lessons. Junior students (5 - 12 year olds) will be sent a digital test but may also be tested on their first day of school.

Transfers

In order for inlingua to provide an efficient airport transfer service, all flight details must be received in full (i.e. Flight number, Arrival and Departure time, Airline and point of origin) no later than 7 days prior to arrival. If not provided 7 days prior to arrival, students will not be entitled to a refund in the case of missed transfers. Airport transfer fees include a maximum of 1 hour waiting time.

In the event of a flight delay exceeding 1 hour, students will be charged an additional €15 per hour pro rata on their first day at school.

Child Supervision/Travelling

Unaccompanied Minors

Students booking Junior Courses travelling with accompanying adults are supervised during school hours.

Unaccompanied minors aged between 13-14 years travelling on their own must contact their airline for clarification and pay stipulated unaccompanied minor's fees (if applicable) when booking their flight tickets.

Minors who have not filled in an unaccompanied minor form and paid relevant charges will NOT be allowed to travel. Proof of payment must be provided on confirmation of booking.

An airport supervision charge of €40 per way must be added for unaccompanied minors wherein an inlingua representative will meet on arrival/check-in the minor student and wait with the student prior to handing over to an airline representative prior to the departure flight. This policy is being imposed by various airlines and clarification prior to travelling is ESSENTIAL.

Host Families Arrivals /Departures

Students lodged at Host Family should arrive at the Host Family between 11:00 and 23:00 and depart before 15:00. Students staying at a host family should make sure that their luggage and personal belongings are packed and their room is vacated if their departure time is after 15:00. Should students want to benefit from facilities or meal plans outside the suggested arrivals and departures times this should be agreed upon on confirmation of flight details and extra nights will be charged accordingly.

Eco Contribution Tax

All local and foreign guests at the age of 18 years or older, staying at any type of accommodation, are required to pay an Environment Contribution. The rate is that of €0.50 per night up to a maximum of €5 (10 nights +); for each continuous stay in the Maltese Islands including Gozo. This contribution applies for hotels, guesthouses, hostels, self-catering apartments, B&Bs and host families.

Parent/Guardian Consent Form - Students under 18

It is imperative that the Parent/Guardian Consent Form sent by our Sales Department on application of booking is duly filled and signed by Parent/Guardian. inlingua Malta cannot take responsibility regarding the well-being of students under 18 travelling unaccompanied without the relevant form in hand.

Customer Care & Student Assistance

The inlingua Malta team is freely available to assist students and deal with all circumstances during their stay. Feedback forms are available at reception. If at any time a student is unhappy with any aspect of their course, accommodation or leisure activities they may opt to bring this to our attention either verbally or in writing.

inlingua Malta will not accept any complaints after a student's stay in Malta has ended; unless communicated as detailed above.

Attendance

In order to receive a certificate of attendance students must attend a minimum of 80% of lessons scheduled. Students whose attendance falls below this level may be asked to leave the programme. Students travelling on a visa who fall below the required attendance level will be reported to the immigration authorities.

Code of Conduct

Dismissal Policy: inlingua Malta expects that all students are well-motivated, polite and considerate towards members of staff, host-families and fellow students at all times. inlingua reserves the right to exclude/expel a student from a programme/course in the event of misconduct within the school/place of accommodation/elsewhere. Stipulated curfew imposed on students living within a host family must be adhered to. Failure to abide by local laws and regulations could also result in expulsion. In the case of expulsion no refunds will be given. Should a student be sent back home extra travelling costs are borne by the student.

Host Family Curfew Times

Students staying with a Host Family are asked to respect curfew times. Students between the ages of 13 and 15 are to be home at 22:00. Student between 16 and 17 should be home before 00:00.

Double Banking

inlingua Malta reserves the right to adapt a double-banking system whereby students may have a varied time-table in which lessons are delivered either in the morning or in the afternoon.

Local Government Taxes

inlingua Malta will not be held responsible for any additional taxes introduced by the Maltese Government through 2019 and these, if any, must be borne by the student.

Photography, Filming & Sound Recording

During the course of a student's stay, the School may arrange to record, photograph or shoot video footage for its promotional purposes only, both printed and online. Any student who does not wish to participate should express this and indicate at the time of recording, photographing or video shooting the wish not to participate.

Courses/Books/Reduced Lessons

Under no circumstance are course fees transferable to a 3rd party. Credit towards courses must be utilised within the same year. Should a Business English student requests an APP book + kit the difference in price is to be paid locally. All prepaid courses are calculated on the lowest book price.

Where only 1 or 2 apply for an exam preparation course, inlingua will apply a reduced hour procedure in which 30 lessons will be reduced to 20 lessons.

Force Majeure

inlingua Malta will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensation) if the failure is occasioned by any cause beyond inlingua's reasonable control; nor shall inlingua be held responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster and unusually adverse weather conditions.

Insurance/Liability

Students must have adequate health, accident and travel insurance while attending any of our programmes. It is recommended that all personal belongings such as cameras, iPod, iPads, laptops and other valuables are insured prior to arrival. This should be obtained from your country of residence. inlingua Malta will not be held liable for loss, damage or injury to persons or property.

Student insurance, compulsory for students below the age of 18, can be purchased from inlingua Malta prior to arrival. We recommend that students prepare a photocopy of their passport or ID card prior to their arrival in Malta.

Public Holidays

1st January, 10th February, 19th March, 19th April, 31st March, 1st May, 7th June, 29th June, 15th August, 8th September, 21st September, 8th December, 13th December, 25th December - Some of the lessons that fall on public holidays during week days will be made up during the rest of the week.

Long stay Packages

Students booking courses of a duration of 8 weeks or more are not entitled to a refund or course credit in case of them cancelling their course, accommodation or any other ancillary service booked during their stay.

Long-stay students who are NOT travelling on a VISA may opt to take a total of 1 week holiday per 8 week course stay which may be extended to accommodate the full course weeks. Any additional holiday weeks added are automatically lost and are not refundable. In order to avail of this service, the student must first inform the sales or academic department. In such cases, inlingua does not guarantee continuity in course syllabus.

Leisure Programme

inlingua Malta reserves the right to make changes to the leisure programme due to weather conditions or any other reasons beyond our control. No refunds nor changes can be made on pre-paid activities included in our programmes.

PAYMENT DETAILS

Education Ltd

Branch: HSBC p.l.c. High Street, Sliema
SLM 1549, Malta

IBAN No: MT87 MMEB 4406 0000 0000 0605 5594 001

Account Number: 006 055594 001

Swift Code: MMEBMTMT

Sort Code: 44060

CONTACT DETAILS

inlingua School of Languages

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