Accommodation & Course Fees 2019
Accommodation ECO Tax applicable to all students aged 18 years and over
€0.50 per night, capped at a maximum of €5.00 per visit. This amount is to be paid at check-in in cash.

<table>
<thead>
<tr>
<th>COURSE FEES</th>
<th>STUDENTS PER CLASS</th>
<th>5 LESSONS PER WEEK</th>
<th>10 LESSONS PER WEEK</th>
<th>20 LESSONS PER WEEK</th>
<th>30 LESSONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td>12</td>
<td>40*</td>
<td>180</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>Professional English - Mini Group</td>
<td>6</td>
<td></td>
<td>250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual English - One to One</td>
<td>1</td>
<td>125*</td>
<td>250*</td>
<td>500</td>
<td>750</td>
</tr>
<tr>
<td>Semi-Individual English - Two to One</td>
<td>2</td>
<td>75*</td>
<td>150*</td>
<td>300</td>
<td>450</td>
</tr>
<tr>
<td>Exam Preparation - IELTS</td>
<td>12</td>
<td></td>
<td>100*</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Exam Preparation - Cambridge</td>
<td>12</td>
<td></td>
<td>150*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HIGH SEASON SUPPLEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td><strong>ACCOMMODATION FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triple</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twin</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>HIGH SEASON SUPPLEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Supplements (per person per week)
Specific lesson time            80  
Breakfast in self catering       42  
Packed lunch in self catering or host family 35  
Dinner in self catering          98  
Accommodation only               100  
Only nationality in the room (subject to availability) 50  
Travel Insurance                 10  

SPECIAL DIET
Breakfast                        14  
Packed Lunch                     7  
Dinner                           14  

Low Season: 01 January 2019 to 08 June 2019  
25 August 2019 to 31 December 2019  
High Season: 09 June 2019 to 24 August 2019  

* TO BE BOOKED WITH ANOTHER COURSE
Included in the short stay programmes

- e-Learning
- Orientation meeting
- Placement test
- 1 Course book & course material
- Course certificate
- Free Wi-Fi
- Welcome pack
- Student map
- Student card
- SIM Card for mobile phone
- Use of outdoor pool, sauna, jacuzzi, and fitness centre (restricted hours)

Included in the long stay and academic year programmes

- e-Learning
- Orientation meeting
- Placement test
- 1 Course book & course material
- Course certificate
- Free Wi-Fi
- Welcome pack
- Student map
- Student card
- SIM card for mobile phone
- Weekly tutorials
- Academic counselling
- Use of outdoor pool, sauna, jacuzzi, and fitness centre (restricted hours)

Notes:

GENERAL
- Rates and supplements are in EURO per person per week and for participants aged 16 years and over.
- Course Resource Fee - includes welcome pack, orientation meeting, placement test, one course book, course material, course certificate and e-Learning.
- Rates include student map, student card, free Wi-Fi, SIM card for mobile phone and visa assistance (where applicable).
- Rates include free use of outdoor pool, sauna, jacuzzi, and fitness centre (restricted hours).
- Rates do not include leisure or cultural activities; these can be booked and paid for at Clubclass.
- Rates do not include insurance.
- Prices may change if there are revisions in governmental policy, fuel or tax increases, or other unforeseen events beyond the School’s control. All fees are correct at the time of going to print. Clubclass retains the right to amend the fees as necessary.
- Bookings which extend over more than one season will be charged the respective weekly supplement for the season concerned unless otherwise stated.

COURSE
- Courses start every Monday.
- Each lesson consists of 45 minutes.
- Rates do not include examination fees; these can be booked and paid for at Clubclass.
- In cases of necessity, the school reserves the right to exceed the maximum number of students in class.
- An intermediate level of English or higher is required to join the Mini Group or Business English courses. Students wishing to join an Exam Preparation course must have an appropriate level of English relevant to the exam they wish to take.

ACCOMMODATION
- A refundable damage deposit of €100 will be collected from each student on arrival – this does not apply to students staying with host families.
- Students travelling alone can book twin/triple accommodation. Students, who would like to share the same bedroom, are to send their reservations together. Whilst the school will do its utmost to accommodate such requests, these cannot be guaranteed.
- Guests sharing a room booked for sole use will be charged a supplement of €10 per night during low season and €23 per night during the high season.
- Children under the age of 16 are not charged for accommodation (excluding host family accommodation) when sharing a bedroom with their parent(s).
- The School reserves the right to allocate students in alternative accommodation of a similar or better standard (based on the value) without prior notification where circumstances beyond the School’s control necessitate such changes.
- Extra nights are charged on a pro-rata basis (based on the charge for one week of accommodation); however the charge for a whole week will apply for 5 or 6 extra nights.

NO HIGH SEASON SUPPLEMENT ON COURSE FEES FOR STAYS OF 8 WEEKS AND OVER.

Visit our website or refer to our brochures for more information about specific programmes such as Junior & Closed Groups, etc.

Seasonal Special Offers are available from time to time.

Booking of flights and car hire can be arranged through Clubclass.
## COURSES - CORE MODULES

<table>
<thead>
<tr>
<th>COURSES - COMBINATION</th>
<th>MAXIMUM NUMBER OF STUDENTS PER CLASS</th>
<th>NUMBER OF LESSONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English - Fluency</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>General English - Standard</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>General English - Intensive (Standard + Fluency)</td>
<td>12</td>
<td>30</td>
</tr>
<tr>
<td>Professional English - Mini Group (Intermediate Level Required)</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>Individual English - One to One</td>
<td>1</td>
<td>5, 10, 20 or 30</td>
</tr>
<tr>
<td>Semi-Individual English - Two to One</td>
<td>2</td>
<td>5, 10, 20 or 30</td>
</tr>
<tr>
<td>Exam Preparation - IELTS (Intermediate Level Required)</td>
<td>12</td>
<td>10 or 20</td>
</tr>
<tr>
<td>Exam Preparation - Cambridge (Intermediate Level Required)</td>
<td>12</td>
<td>10</td>
</tr>
</tbody>
</table>

### Build your own course

Core modules can be combined to create the following sample courses.

#### Exam Preparation

<table>
<thead>
<tr>
<th>COURSES - COMBINATION</th>
<th>NUMBER OF LESSONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS Classic</td>
<td>30</td>
</tr>
<tr>
<td>IELTS Fluency</td>
<td>30</td>
</tr>
<tr>
<td>IELTS 30 plus</td>
<td>30</td>
</tr>
<tr>
<td>Cambridge 30</td>
<td>30</td>
</tr>
</tbody>
</table>

#### Combination Course

<table>
<thead>
<tr>
<th>COURSES - COMBINATION</th>
<th>NUMBER OF LESSONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>30</td>
</tr>
<tr>
<td>Intensive</td>
<td>30</td>
</tr>
<tr>
<td>Mini Group</td>
<td>30</td>
</tr>
</tbody>
</table>

#### Business / Professional English

<table>
<thead>
<tr>
<th>COURSES - COMBINATION</th>
<th>NUMBER OF LESSONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive</td>
<td>30</td>
</tr>
<tr>
<td>Combination</td>
<td>30</td>
</tr>
</tbody>
</table>

The above are the most popular combinations; other options combining two or more of the core modules are also possible.

---

## ACCOMMODATION

- **Available**: Across the road from the school.
- **Private**: In the same building as the school.
- **Shared**: Within walking distance of the school.
- **At a charge (paid locally)**: At preset times.

### One Bedroom Suite [ONSTWN / ONSSGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### One Bedroom Apartment [ONCTRP / ONCTWN / ONCSGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Two Bedroom Suite [TWSTWN / TWSSGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>S</td>
<td>1/2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Two Bedroom Apartment [TWCTRP / TWCTWN / TWCSGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>S</td>
<td>S</td>
<td>1/2</td>
<td></td>
</tr>
</tbody>
</table>

### Residence Apartment [RESSHR / RESTRP / RESTWN]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4</td>
<td>S</td>
<td>S</td>
<td>2/3</td>
<td></td>
</tr>
</tbody>
</table>

### Hostel [HOSTHR / HOSTTRP / HOSTSTWN]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

### Dusk Court [DSKSHR]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>S</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student House [HSESHR]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

### Host Family - Superior [SUPTRP / SUPTWN / SUPSGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>P</td>
<td></td>
<td></td>
<td>W</td>
</tr>
</tbody>
</table>

### Host Family - Standard [STATRP / STATSTWN / STASGL]

<table>
<thead>
<tr>
<th>No. of Bedrooms</th>
<th>Wi-Fi</th>
<th>Kitchen</th>
<th>Air-condition</th>
<th>Fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>P</td>
<td>S</td>
<td></td>
<td>W</td>
</tr>
</tbody>
</table>
1. ENROLMENT PROCEDURE

BOOKING ENQUIRIES
Bookings are made directly either directly with Clubclass or through the School’s agents. A reply confirming availability or otherwise will be sent within one working day.

DEPOSIT
In the case of direct bookings, duly completed enrolment forms must be accompanied by a deposit equivalent to one week’s tuition. A full and final payment is due at least 7 days prior to the enrolment start date, or a reservation is shortened within that period. All deposits paid are non-refundable. Additional charges may apply on completion of the course.

BOOKING CONFIRMATION
In the case of direct bookings, the completed enrolment form must be accompanied by proof that the deposit has been paid. All details of bookings will be sent by email to the School within one working day.

PUMP DETAILS
Pump Clubs Matta on +356 2727 2107 or +356 9972 6789.

TERTS & CONDITIONS

PUBLIC HOLIDAYS 2019
Clubclass Malta will be closed on the following days: 1 January, 19 March, 1 May, 7 June, 15 August, 13 and 25 December.

Group lessons missed will not be replaced, and there will be no refund. An exception is made for Person to Person and Two to One courses where lessons missed will be made up.

Visas
Depending on the country of origin, some students may require a visa to study at Clubclass. The School can provide all the necessary supporting documents for students to apply for their visa once payment has been made. Students are required to apply for a visa extension if they will be arriving in the country weeks before the enrolment start date, an application fee, equivalent to the cost of one week, course, accommodation, course fee, course fee transfers, air travel charges and currency fees (if applicable), will be charged. In the case of a student’s visa not being extended, a refund based on the difference between the amount paid and the charge for the revised duration will be given. In all cases, the original documents issued by the School and evidence of the visa refusal are to be handed to the School. No refund will be given if a student is expelled or deported.

3. SCHOOL POLICIES

FIRST DAY OF SCHOOL
The School will be Monday if students arrive at the weekend, and the following day for arrival for mid-week arrivals. Students have to be at Clubclass on the School enrolment form prior to arrival, as otherwise advised. The first day at school will be Tuesday when a public holiday falls on a Monday and the School is closed.

PLACEMENT TEST
At the first day of school/day one, students are asked to sit for a placement test to assess their level of English and at 11:00 new students are assigned to a level of study based on their results. Classes in General English are offered at all levels, however, an intermediate level of English or higher is required to join the Mini Group or Business English courses. Students wishing to join an Exam Preparation course must have completed a Full English level relevant to the exam they wish to take. If a student does not have the minimum English level required to enter the course, the student will be offered a place in a General English-Intensive course of the same value. Should students feel that they have been placed in the wrong class, they should immediately report the matter to the Director of Studies for consideration.

WELCOME MEETING
On Monday, immediately after your placement test, students will be invited to attend a short welcome meeting where they will receive details about the course timetable, facilities available at Clubclass, leisure programme and where to go for assistance. Students will receive general tips and guidelines to help them make the most of their stay.

ABSENCE FROM SCHOOL
In the event that a student is absent from school, missed lessons are not made up or refunded.

ATTENDANCE
Students must be punctual and timekeepers will be excluded from their lessons. Only students who have been excused by their teacher or visited and certified as being sick by a doctor will be allowed to miss lessons. The School reserves the right to exclude any student from class who is deemed to be inattentive at lessons. Documents confirming that an individual is a student at Clubclass will be required to students prior to being allowed to attend lessons regularly. Students who are absent from their lessons without reasonable justification will not be awarded a course certificate. Regular absenteeism could lead to the student being expelled and no refunds will be given. The School is entitled to regular absenteeism to the immigration authorities.

COURSE CERTIFICATE
Students are awarded a course certificate at the end of their course. Students who fail to meet requirements or who fail to complete a course upgrade (in a group) or transferred to another student who is not enrolled at the School. The School will not be responsible for the number of the module covered by the student. The School will send an e-mail to acknowledge that a cancellation/cancellation request has been received. If a student does not receive a confirmation email from the School it means that the request has not been received.

REFUSAL OF VISA
If a visa application is granted and the School is informed 8 days or more before the enrolment start date, a full refund, less an administration fee of €50.00 and courier fees (if applicable), will be sent to the student. If the School is informed 7 days or less before the enrolment start date, a cancellation fee, equivalent to the cost of one week, course, accommodation, course fee, course fee transfers, air travel charges and currency fees (if applicable), will be charged. In the case of a student’s visa not being extended, a refund based on the difference between the amount paid and the charge for the revised duration will be given. In all cases, the original documents issued by the School and evidence of the visa refusal are to be handed to the School. No refund will be given if a student is expelled or deported.

LEVEL CHANGE
Students who would like to change level during their stay are responsible to notify their teachers, who will then discuss this with the Director of Studies. If the request is approved, the student will be charged an administrative fee of €100.00. All requests to change level must be approved by the next level. Should the student wish to have a new course book, this can be provided against an administrative fee.

COURSE BOOK
A course book is included in the course resource fee paid by students over 16 and joining the School at Clubclass. Since course books cannot be exchanged, these are given to students two days after the placement test. All students have been assigned to the appropriate level (students may need to purchase additional course books when they move up to a higher level or a different course).

COURSE TIMES AND LOCATION
Courses may be held in the morning or in the afternoon. The School reserves the right to place students in any course schedule and to change the timetable as and when necessary. The School reserves the right to reduce the number of lessons as follows:

- Group course with a maximum of 12 students per class – 1 to 6 students in class, 5 lessons for every 10 lessons booked
- Group course with a maximum of 6 students per class – 1 to 2 students in class, 5 lessons for every 10 lessons booked

COURSE CHANGE
Students who would like to change their course during their stay are to approach the Director of Studies; additional charges will apply in the case of a change to a person-to-person course, however refunds or course/ accommodation extensions will not be given if a student changes to a course of lower value. Change from a group course to a person-to-person course is only possible if the price difference between the two courses is paid and the new course has a minimum of 20 lessons per week. If a student requests to change levels at the same time, the price difference, if applicable, an administrative fee of €25.00 will be charged. Should the School reserve the right to change any part of the package to another type of similar or better standard where circumstances beyond the School’s control necessitate such changes - in this case no charges will apply.

SHORTESTEN OF ENROLMENT
No cash refunds will be given to students who shorten their package at Clubclass; the School’s ‘Cancellation & Refund Policy’ will apply. Students enrolled with a visa/temperance permission may not be shortened due to the terms of issue established by immigration authorities.

TAKING A STUDY BREAK
Long-term students are entitled to a two-week break for every 10 weeks booked, and a one-week break for each additional 5 weeks. Students are to inform the Director of Studies and/or the School reception staff at least 7 days before the break. Breaks must consist of whole weeks (Monday to Friday) and the course will only be added on to the end of the enrolment. If the revised enrolment extends into the high season, a difference in fees may apply. In the case of study breaks, unlisted accommodation in the area will be offered to students and refunds will not be given. Students returning from a study break cannot expect a comparable level of accommodation (in exceptional circumstances, the School reserves the right to accommodate students’ personal belongings while the student is not present). Once a break has been confirmed, dates from their language course may not turn up for lessons during the remaining weeks. Students requiring a visa for the duration of their placement must ensure that their enrolment group includes any planned study breaks.
EXAM INFORMATION
Course fees do not include exam fees; these are to be paid in cash and paid at the time of application at the discretion of the Director of Studies. Students wishing to sit for exams must bring a valid passport for identification, and their cards will not be accepted. Transportation to and from the testing centre is not included.

4. ACCOMMODATION POLICIES – CLUBCLASS MALTA
CHECK-IN
Check-in on the day of arrival is at 14:00. Upon check-in students staying in the apartments, hostel and student houses will be asked to pay an advance deposit of €150.00 which will be refunded upon departure. Students who arrive during the night are to leave their ID Card/ Passport with the house manager before their departure to the main residence (Garden View Complex) reception the next morning to pick-up their document/s and pay the €100.00 damage deposit. If students’ arrival is early in the day and they prefer immediate access to their room, the School recommends that the accommodation is reserved from the night before to guarantee immediate access.

CHECK-OUT
Check-out on the day of departure is at 10:00. When checking out, students staying in the apartments, hostel and student houses should inform the house manager of their intended departure to check the accommodation and refund the damage deposit. If a student fails to allow at least 24 hours’ notice to the management for the right to refund the damage deposit at a later stage on a charge. In order to be checked, the accommodation has to be in good condition and keys returned. Management reserves the right to remove the personal belongings of students who are due to check out or change room if they fail to do so by 10:00. The School will not accept responsibility for any items reported missing or damaged.

DAMAGE DEPOSIT
The damage deposit of €100.00 paid on check-in will be refunded in full or part on check-out, upon presentation of the damage report and receipt after the accommodation has been inspected. The damage deposit is held against any costs that may be incurred in respect of missing items of inventory, breakages, damages or excessive dirt that students may create during their stay. Management also reserves the right to remove the personal belongings of students who are due to check out or change room if they fail to do so by 10:00. The School will not accept responsibility for any items reported missing or damaged.

CLEANING
Cleaning of the accommodation and change of towels and bed linen takes place on a weekly basis; missing items will not be replaced. Cleaning includes washing of floors and bathrooms, dusting of windows and cleaning of plates, pots and pans is not included. Even though cleaning is provided, students are to keep the accommodation tidy and must throw all their rubbish into the large dustbin container situated outside the main entrance of the residence. Rubbish is not to be left to accumulate indoors as this will attract ants and other unwanted insects. Students staying in studios will not have their accommodation cleaned. If students request cleaning, an additional fee for extra cleaning service will apply.

CHANGE OF ACCOMMODATION
 Students who are hosted in a one-host family to another host family, an administration fee of €30.00 will be charged; the administration fee will also apply if the student changes to any other type of accommodation. If a student changes to accommodation of a superior category, they shall be charged the difference in price. There will be no refund or course/accommodation extension if a student changes to accommodation of an inferior category.

CHANGE OF ACCOMMODATION (REQUESTED BY STUDENT): ALL OTHER TYPES OF ACCOMMODATION
If a student changes from one accommodation to another accommodation of the same category, an administration fee of €25.00 will be charged. If a student changes to accommodation of a superior category, the student will be charged the difference in price. There will be no refund or course/accommodation extension if a student changes to accommodation of an inferior category. The respective hotels’ policies will apply for students staying at a hotel.

CHANGE OF ACCOMMODATION (REQUESTED BY SCHOOL)
The School reserves the right to ask students to change their room/apartment provided that notification is given beforehand.

PARTIES
Parties must not be held in the accommodation. Loud music, singing, shouting or any other disturbance in the accommodation, corridors or public areas is not permitted at any time during the day or night. In the event that this regulation is ignored, each student responsible will be charged €10.00 for missing or broken keys. Replacement keys will only be given upon presentation of photo identification. In the case of accommodation with host families, if students are given a copy of the house key and this is lost, they will have to pay the full cost involved to replace the door lock.

5. GENERAL POLICIES
5.1 INCOME
Students should have a comprehensive health, accident and travel insurance policy in place to cover them from the moment they start the enrolment until the end of the course (coverage for cancellations, loss and theft of baggage, personal belongings, accident, evacuation, and for any other eventuality that may occur should also be included). The School shall in no way be held responsible for any costs incurred as a result of the student having no or insufficient insurance cover. The School reserves the right to be fully reimbursed for any medical or related costs incurred on behalf of the student who requires urgent medical attention. Unless liability is legally imposed, the School will not accept any liability in the case of illness, accident, loss, damage or injury to personal effects or property.

SAFETY AND SECURITY
Although a number of security measures are in place to ensure that the School and accommodation are safe, personal objects and belongings are the individual’s responsibility. Students are advised to take care of their belongings and never leave them unattended. Students’ possessions are not covered by the School’s insurance policy and the directors, management or staff cannot be held responsible for any damage or loss or theft. Students are responsible for weather-related or any other property losses. The School reserves the right to reject the form of insurance cover. The directors, management or staff cannot be held responsible for any costs incurred as a result of the student having no or insufficient insurance cover. The School reserves the right to be fully reimbursed for any medical or related costs incurred on behalf of the student who requires urgent medical attention. Unless liability is legally imposed, the School will not accept any liability in the case of illness, accident, loss, damage or injury to personal effects or property.

EXCHANGE
The School expects all its students to be well motivated, polite and considerate towards staff, families, students and the public in general. The School may, without being held liable in any manner whatsoever, exclude students from any service applied for, if, in the opinion of the directors, management or staff they appear likely to endanger their own health, safety or comfort, or that of other students, damage the property or reputation of the School, sub-contractors or third parties, or fail to observe the laws governing the country. If a student regularly disregards the rules and/or accommodation policies and rules, the directors, management or staff reserve the right to ask the student to leave without any refund of the deposit. There will be no refund, and in the event of repatriation, the School shall have the right to reclaim any costs incurred.

POLICIES AND RULES
All students are bound to abide by the policies and rules of Clubclass and by the laws governing the country. Any reservation is made by an agent or third party, the person making the booking is responsible for informing the student about the School’s terms, conditions, policies and rules. The School’s policies and rules will be available online and other literature supplied at the Placement Test and on the School’s Notice Board. Ignorance of the policies and rules will not be accepted as an excuse for non-compliance and may lead to expulsion of the student from the School. If a situation arises which has not been covered by these Terms & Conditions, the School reserves the right to act in a way it thinks is fair and reasonable.

DATA PROTECTION
By submitting their information, students agree to the processing of personal data by Clubclass. All personal data will be processed in accordance with our Privacy Notice, which is available online at https://www.clubclass.com/en/privacy-policy.

FORCE MAJEURE
The directors, management or staff cannot be held responsible for failure to comply with any of their obligations if this is due to a situation beyond the School’s reasonable control. No compensation will be offered by the School.

PHOTOGRAPHY AND FILMING
The School may use photographs taken during a student’s stay to illustrate its promotional material. If a student wishes that they do not appear in the material, they must notify the School in writing within 24 hours. Queries, problems or issues cannot be resolved unless this procedure has been followed. No complaints or claims for compensation will be accepted by the School if queries, problems or issues are brought to the School’s attention after 24 hours of occurrence or after the enrolment end date.

EXPULSION
The School does not provide supervision to students who have booked an adult course, irrespective of their age.

DAMAGES
The full cost must be paid by students causing any damage to the School or accommodation, or any service provided by the School or its sub-contractors. In the case of damages caused in shared accommodation, all students in the respective accommodation will be held equally responsible if no single student accepts responsibility. Breakages and damages will be charged as they arise.

QUERIES, PROBLEMS AND ISSUES
Concerns regarding courses, accommodation, or any other service provided by the School or its sub-contractors will be directed to any member of the management team at the School reception either verbally or in writing within 24 hours. Queries, problems or issues cannot be resolved unless this procedure has been followed. No complaints or claims for compensation will be accepted by the School if queries, problems or issues are brought to the School’s attention after 24 hours of occurrence or after the enrolment end date.

POLLUTING
The School expects all its students to be well motivated, polite and considerate towards staff, families, students and the public in general. The School may, without being held liable in any manner whatsoever, exclude students from any service applied for, if, in the opinion of the directors, management or staff they appear likely to endanger their own health, safety or comfort, or that of other students, damage the property or reputation of the School, sub-contractors or third parties, or fail to observe the laws governing the country. If a student regularly disregards the School’s policies and rules, the School reserves the right to ask the student to leave without any refund of the deposit. There will be no refund, and in the event of repatriation, the School shall have the right to reclaim any costs incurred.