

Terms and Conditions

How to make an Application

Please download, print and complete all parts of the application form and send them to us.

We will send you confirmation of your place on the course as soon as we receive your form and the course fees or a deposit.

How to Pay for Your Course

You should make payments in Euros to our correspondent.

25% deposit of the total fee (including accommodation, visa processing, airport transfers and any other applicable fee if any) should be paid to confirm booking.

You can pay either by credit card or by direct bank transfer from your bank to our bank.

On receipt of your deposit we will send our confirmation letter, accommodation details if applicable, and an invoice. Only places for which deposit has been received can be guaranteed. DO NOT FORGET TO INCLUDE YOUR NAME when you write to us or transfer money, you must make sure that your name is on the form in English. If you do not send the full fees with your application, we must receive the balance 7 days prior to the course start date. Students will not be entitled to any services booked before the student pays the full fees towards the course, accommodation (if applicable), visa processing (if applicable), airport transfers (if applicable) and any other applicable fee if any.

Bank Charges

Please Note. If a bank makes a payment, it charges a fee (bank charge). The bank charges for a transfer paid into a Maltese bank from a foreign bank can be expensive. You will have to pay these charges in addition to fees that you pay to us. You will save money if you pay the complete fees when you apply because you will pay bank charges only once. If you pay a deposit and then send the rest of the fees later, you will have to pay bank charges twice.

Courses

We reserve the right to introduce a double banking timetable which means that students will alternate every day between morning and afternoon lessons, starting either at 09:00 or 13:00.

Classrooms and Reduction of Lessons

We reserve the right to use classrooms in alternative premises of similar standard and to reduce the number of lessons as follows: Group Courses - 1-3 students in class by 1/3: from 20 lessons per week to 13 lessons and from 30 lessons per week to 20 lessons.

Student Conduct

We reserve the right to expel students due to misdemeanour or for any form of unacceptable behaviour. No refund will be given to those students who are expelled. We are not liable for any expenses or loss of money incurred by the student as a result of his/her expulsion. The student's expulsion means that from the instance of expulsion, he or she would not be allowed to enter the school's premises, attend any courses or reside in any premises hired or owned by the school and would not be entitled to any other service offered by the school. Prior to his/her expulsion the student would have been given a warning in written form so as to give a chance to the student to adjust his/her behaviour.

Public Holidays: The school is closed on public and national holidays. Public holidays are: 1.01, 10.02., 19.03., 31.03., 18.04, 01.05., 07.06., 29.06., 15.08., 08.09., 21.09., 08.12., 13.12 and 25.12

Cancellation

After you have accepted a place on a course, we cannot repay your deposit. If you cannot attend a course you have paid for, we can repay your fees as follows:

3 weeks before course begins fees refunded (less 20%)

2 weeks before course begins 50% refunded or (if you want) transferred to next course

1 week before course begins no refund, but (if you want) we can transfer you to the next course

We cannot give you a refund if you arrive late or leave early or miss part of the course. Please arrange cancellation insurance before you leave home.

Termination of Accommodation before and after arrival

Cancellation before arrival: A cancellation fee equivalent to 1 week accommodation will apply for all cancellations received less than 14 days prior to the accommodation start date.

After Arrival for bookings 7 weeks or less: No accommodation refund.

After arrival for bookings 8 weeks and over: students must give notice in writing 4 weeks prior to termination. Students will incur a 20% cancellation fee. Refunds will be given in the form of a credit note.

Medical and Personal Insurance

Visitors to Malta are given free accident and emergency treatment in hospital (from May 2004). However, all students, especially those from countries outside the European Union, should arrange personal insurance covering accidents or longer times in hospital. We strongly advise you to take out adequate insurance for medical costs, accidents, theft, cancellation fees etc. Make sure you have personal, cancellation and travel insurance for your stay in Malta. We cannot accept responsibility for these.

Liability

We do not accept liability for any loss, damage or misadventure you may suffer in the school, accommodation, or elsewhere.

Visas

All fees must be paid before we can send any visa related documents. We will refund all monies except any bank charges and visa processing fee if a visa application is rejected and we receive written evidence at least 7 days before arrival. A cancellation fee which is equivalent to 1 week tuition and 1 week accommodation applies if we receive written evidence less than 7 days before arrival. This term does not apply for students whose visa application is processed by our correspondent but is applicable for students who need to apply for visa themselves and we would need to send formal invitation letters to support their visa application. Our correspondent cannot be held responsible for any decision taken by the Embassy of Malta or by the Immigration Police in respect of visas or visa extensions