



LESSONS FOR LIFE

CHAMBER
COLLEGE



Start dates: Every Monday unless otherwise specified
Course days: Monday to Friday
Lesson duration: 45 minutes
Class size: General Group Courses - 10
 Exam Preparation Courses - 8
 Business English Courses - 6
 (High Season General Group Courses
 12 students)
High season: 02.07.2012 - 31.08.2012
Registration fee: €30.00

Price Includes:

- Placement Test
- Welcome Meeting
- Course Material
- **FREE 2 hour weekly Conversation class**
- Chamber College Certificate
- Welcome Pack, Student Card, Map
- Use of Self-Access centre
- Student hand book
- **FREE** use of Internet service in Internet Café (25 computers) + **FREE** Wireless internet service in College
- Beach Club membership (Summer)



Tuition

GENERAL GROUP COURSES	No of lessons	Minimum level	1 - 4 Price per week €	5 - 16 Price per week €	17 weeks+ Price per week €	High Season supplement per week
*General English (afternoon lessons)	20	All	120	-	-	-
General English	20	All	135	100	90	30
General English Intensive	30	All	165	125	115	30
Combination	20 + 10	All	300	275	250	30
Mini Group General English	20	All	175	-	-	30
Mini Group Intensive General English	30	All	260	-	-	30

High Season supplement is applicable: 02.07.2012 - 31.08.2012

* High season supplement is not applicable for afternoon lessons * Afternoon lessons are available only in high season

EXAM PREPARATION COURSE	No of lessons	Minimum level	1 - 4 Price per week €	5 - 16 Price per week €		High Season supplement per week
IELTS	20	Intermediate	130	120	-	30
IELTS Intensive	30	Intermediate	160	145	-	30
Cambridge (KET, PET, FCE, CAE,CPE)	20	Elementary	130	120	-	30
Cambridge Intensive (KET, PET, FCE, CAE,CPE)	30	Elementary	160	145	-	30
TOEFL	20	Intermediate	130	120	-	30
TOEFL Intensive	30	Intermediate	160	145	-	30

High Season supplement is applicable: 02.07.2012 - 31.08.2012

* High season supplement is not applicable for afternoon lessons

BUSINESS ENGLISH COURSES	No of lessons	Minimum level	1 - 4 Price per week €	5 - 16 Price per week €		High Season supplement per week
Business English	20	Intermediate	170	150	-	30
Business English Intensive	30	Intermediate	220	200	-	

High Season supplement is applicable: 02.07.2012 - 31.08.2012. Student course book will be included for bookings of 8 weeks +

* High season supplement is not applicable for afternoon lessons

Business English courses include free tea/coffee making facilities and refreshments, financial newspaper.

PRIVATE TUITION COURSES	No of lessons	Minimum level	Price per week € (minimum 10 lessons)	High Season supplement per week
General English 1 student to 1 teacher	10	All	200	50
	20	All	385	50
	30	All	510	50
Business English 1 student to 1 teacher	10	All	250	50
	20	All	460	50
	30	All	600	50
ESP (English for Specific Purposes) 1 student to 1 teacher	10	All	250	50
	20	All	460	50
	30	All	600	50

High Season supplement is applicable: 02.07.2012 - 31.08.2012

PACKAGES	Low season / Price per student €		High season / Price per student €	
	1 week	2 weeks	1 week	2 weeks
* Adult Package - Host Family Sharing HB	435	755	500	890
* Adult Package - Shared self-catering apartment	395	695	480	845
** English Homestay	625	1230	700	1350
** English 50+	350	675	-	-
** English + Diving + PADI Open Water	515	-	515	-
** English + Diving + PADI Advanced	460	-	460	-
** English + Sailing (level 1)	-	-	515	-
** English + Golf	450	-	450	-

* Adult Package includes tuition, accommodation, transfers and a leisure programme (view factsheet)

** Packages include tuition, sports courses, registration fee & two way airport transfers

Accommodation

HOST FAMILY ROOM TYPE/BOARD BASIS	Price per week €	Price per week €
	01.01.12 - 15.06.12 / 03.09.12 - 31.12.12	16.06.2012 - 02.09.2012
Sharing Room BB basis	119.00	143.50
Sharing Room HB basis	157.50	192.50
Sharing Room FB basis	178.50	206.50
Single Room Supplement	35.00	85.00
Single Nationality Placement	49.00	56.00
Private Bathroom Supplement	56.00	56.00
Special Diet Supplement	31.50	31.50
Wireless Internet Supplement	14.00	14.00
Child Supervision Supplement	105.00	105.00

All prices are quoted per student per week (7 nights)

Extra nights are charged pro rata

Max 3 students in a shared room

Child supervision supplement is compulsory for children between 8 and 12 years old

Students under the age of 16 years can only book host family accommodation unless accompanied by an adult/foreign group leader.

Board basis: BB - Bed & Breakfast, HB - Half Board, FB - Full Board

All accommodation options are subject to availability

SELF-CATERING APARTMENTS	Price per week €	Price per week €
	01.01.12 - 15.06.12 / 03.09.12 - 31.12.12	16.06.2012 - 02.09.2012
Standard Shared room + WIFI Areas available in high season are subject to availability: Gzira, Msida, Sliema, St. Julian's 	125.00	170.00
Standard Single room + WIFI Areas available in high season are subject to availability: Gzira, Msida, Sliema, St. Julian's 	175.00	230.00
Economy Shared room (Summer season only) Areas available in high season are subject to availability: Gzira and Msida	-	147.00
Economy Single room (Summer season only) Areas available in high season are subject to availability: Gzira and Msida	-	190.00

Services included in Standard Apartment:

Water, Electricity, Cleaning once weekly, change of linen and towels, TV, Internet, Telephone, Laundry facilities

Services included in Economy Apartment:

Water, Electricity, Cleaning once weekly, change of linen & towels, Laundry facilities

All prices are quoted per student per week (7 nights)

Extra nights are charged pro rata | Max 3 students may be accommodated in a shared room | A refundable deposit of €100.00 will be collected at the College upon arrival | Apartments may be 10 to 25 minutes walk from the school

All accommodation options are subject to availability

	One Way	Two Way
* Airport Transfers	20.00	40.00

*Arrival airport transfers are **mandatory** for students booking self-catering accommodation

Terms and Conditions

1 Registration

All registrations are subject to the following conditions, which become legally binding on acceptance of registration by Chamber College. Failure to comply with our payment terms, as described in our registration form, will result in the cancellation of the booking.

1.1 Changes to bookings

- Prior to arrival: all changes to bookings must be made in writing
- After arrival: all changes are subject to the College's approval and are subject to an administration fee of €25 for each change.

2. Payments

2.1 Payments by Bank Transfer

- a. All payments should be paid in full - at least 14 days prior to the student's arrival date. In the case of late bookings, payment must be made in full on confirmation of the said booking.

Individual Bookings:

1. 20% of the final invoice must be paid within a 3-day-period from the booking confirmation by Chamber College (Malta) Limited.
 2. The full payment or, in the case of direct bookings, the balance due is to be effected 2 weeks prior to arrival. All fees are to be settled before the course start date - no students will be allowed to start their course until payment has been received.
 3. Failure to comply with the above Terms and Conditions may cause the booking to be revoked at the company's discretion, thus forfeiting the 20% Deposit Payment.
- b. The person/s responsible for the settlement of the invoice issued by Chamber College (Malta) Limited must ensure that the Bank Charges and Intermediary Bank Charges are fully taken care of by the Payer and not by Chamber College (Malta) Limited.

2.2 Credit Card Payments

- a. Credit Card Payments are to be authorised after the Credit Card Authorisation Form, issued by Chamber College (Malta) Limited, is signed and fully completed prior to being sent to the accounts department of the school. No payments will be accepted if the Credit Card Authorisation Form is incomplete.
- b. Bank Charges will be incurred by the Card Holder - thus Chamber College (Malta) Limited will inform the Card Holder beforehand of the bank charges incurred by the bank in question, and this has to be added to the total Invoice.

Chamber College (Malta) Limited reserves the right to charge the Maximum Legal Interest rate of 8% per annum, as dictated by the Maltese Law,

upon failure to comply with the above Payment Terms and Conditions.

3. Cancellation Charges/Refunds

Cancellation of bookings must be received in writing and are subject to the following cancellation fees:

- 14 days prior to arrival date - 5% of the total invoice
- 13 - 3 days prior to arrival date 25% of the total Invoice
- Less than 3 days prior to arrival date: the full price will be charged

Invoice includes the total cost of the following:

- Tuition
- Accommodation
- Visa support
- Airport transfers
- Any other additional services or materials as detailed on the invoice
- Registration fees and Entry Visa administration fees (if applicable) are non-refundable.
- Should a cancellation be made after the commencement of the course, no fees will be refunded.
- If a student fails to arrive at their accommodation or lessons, no fees will be refunded.
- Under no circumstance are fees transferable to third parties.

If a student decides to shorten their course, or change from a more expensive course to a cheaper course, no refund for the difference in price will be made.

4. Visa

Chamber College must be advised immediately if a visa application is rejected and a copy of the rejection letter must be received at Chamber College no later than 7 days prior to the arrival date in order to be entitled to a full refund of the course and accommodation fees (no other fees are refundable).

Should notification be received less than 7 days prior to arrival date, a cancellation fee equivalent to one week of accommodation and tuition, in addition to non-refundable charges (registration fee and bank charges), will apply.

5. Flight Tickets

- a. Flight tickets are non-refundable.
- b. Unaccompanied Minors charges are not included in the prices offered by Chamber College (Malta) Limited as these depend on the Airline chosen by the student to travel to and from Malta. Failure to settle any unaccompanied minors' fees may result in the student not being allowed on board the plane as per the regulations imposed by the Airlines for child security reasons.
- c. All forms in relation to the Unaccompanied Minors boarding

the plane on departure date must be completed and signed, up to 3 days prior departure date. Chamber College (Malta) Limited cannot be held responsible for flight cancellations due to the failure of completing all the necessary forms by the student or (in the case of a minor) by their guardian or agency.

6 Accommodation cancellations after arrival

If students wish to cancel a booked accommodation, the following conditions apply:

- All accommodation changes incur a 3-day cancellation fee including a €25.00 administration fee, as per Chamber College price list, even if a student should decide to change from one accommodation type to another, no refund is applicable.

6.1 Accommodation

- a. A €100 damage deposit is requested upon accommodation check-in, for students residing in our self-catering apartments. This deposit will be refunded on the last day of the course, upon presentation of the damage deposit receipt and after the accommodation has been inspected. The damage deposit is held against any costs that may be incurred in respect of missing items or inventory, breakages, damages or excessive dirt that students may cause during their stay. School management also reserves the right to fine students where disturbances to other clients or third parties are reported. Fines will be taken from the damage deposit. On the last school day the students are expected to present their deposit receipt at reception to collect their deposit at 12.30pm (during break time). If on departure inspection, the apartment cleanliness is not found to be acceptable, each student registered in the accommodation shall be fined €25 for extra cleaning.
- b. The check-in time is 14:00 and the check-out time is 11:00.
- c. Cleaning of the accommodation and changing of towels and bed linen takes place on a weekly basis; missing items will not be replaced. Cleaning includes washing of floors and bathroom/s, and dusting of furniture; cleaning of plates, pots and pans is NOT included. Even though cleaning is provided, student ARE to keep their rooms tidy to make cleaning easier and must throw all their rubbish into the waste containers situated in the same street. Students leaving untidy rooms will not have their accommodation cleaned and may have to pay an additional fee for extra cleaning services.
- d. Services included in Standard Apartment: Water, Electricity, Cleaning and changing of linen and towels once weekly, TV, Internet, Easyline telephone and Laundry facilities
- e. Services included in Economy Apartment: Water, Electricity, Cleaning and changing of linen once weekly and Laundry facilities

(Students must bring their own towels)

- f. Parties must not be held in student accommodation. Loud music, singing shouting or any other disturbances are not permitted. In the event that this regulation is ignored, each student registered in the accommodation will be fined €15.00 or ordered to leave.
- g. Students missing or braking keys will be charged €5.00. If students are given a copy of the host family's front door key and this is lost, they will have to pay the full cost involved in replacing the door lock.
- h. It is mandatory that all students who book self-catering accommodation book their arrival transfers.
- i. Bedroom keys shall NOT be provided to the students.
- j. Single nationality placement in self-catering apartments is NOT guaranteed but given priority.
- k. Meals – host family

Students staying with host families are entitled to continental breakfast, a packed lunch and dinner:

Breakfast

- Choice of tea or coffee
- Juice and milk
- 2 Bread rolls or toast with butter and jam
- Cereals

Lunch (Packed lunch)

- Fresh sandwiches
- Fruit
- Bottle of mineral water / pack of juice

Dinner

- 3 course meal including dessert
- Mineral water

Students must respect the meal times established by their families. Students must inform their family about the foods they like and don't like, or when they are not going to eat at home, or would like to eat at a different time.

7. Airport Transfers

In order for Chamber College to provide airport transfers, all flight details must be advised to us no later than 7 days prior to arrival.

Flight details must include:

- Flight number
- Flight time
- Arrival time
- Airline
- Point of Origin

- a. If this information is not provided 7 days prior to arrival, no refund will be affected. Airport transfer fees include a maximum of 1 hour waiting time. In the event of a delay exceeding 1 hour, students will be charged an additional rate of €15.00 per hour pro rata on their first day at the college.
- b. Should the student not meet the school's airport representative, for any particular reason, they should not take a taxi, but call the school's emergency number 00356 9945 4884.

The student should wait next to the tourist information office outside the arrivals hall.

8. Tuition

- a. You must attend a minimum of 80% of lessons scheduled for the course in order to receive a certificate of attendance at its end.
- b. Students who would like to change level during their stay are to approach their class teacher first, who will then discuss this with the director of studies. If the request is approved, the student will automatically be moved to the next level from the following Monday. However if the request is not approved, the student can opt to take a level test, which covers all the language skills, in which he/she must score more than 70% to move to the next level.
- c. Course fees do not include exam entrance fees. Students wishing to sit for exams must bring valid passports for exam entry; identity cards will not be accepted. Transportation to and from testing centres are not included.

9. Course Information

Lessons are held every morning between Monday and Friday during low season. High season lessons can be held in both the morning and afternoon. Chamber College reserves the right to change lessons from morning to afternoon and vice versa where demand dictates. Chamber College also reserves the right to use classrooms in alternative premises of a similar standard.

- 9.1 Should a National Feast happen to fall between on a weekday, the time lost on the day of the Feast will be distributed equally and recovered over the remaining business days of the week.

9.2 Reduction of Lessons

Should only one student be attending the particular course, he/she will be upgraded to private lessons with reduced hours. Should an additional student join the course, normal lesson times will be resumed.

General English/Exam Preparation: from 20 group lessons to 15 private lessons

General English Intensive: from 30 group lessons to 20 private lessons

Mini group/Business English: from 20 group lessons to 15 private lessons

Mini group/Business English Intensive: from 30 group lessons to 20 private lessons

9.3 Level of English

If a student does not have the minimum level of English required to follow a specific course, as determined by Chamber College, we reserve the right to move the student to an appropriate

course for their level. No refunds are applicable.

9.4 Courses of 24+ weeks

In low season students can shorten their course by a maximum of 4 weeks.

Two weeks' notice must be given, and the resulting credit can only be used to upgrade tuition. This credit is not refundable or transferable to third parties. Students wishing to upgrade to one-to-one lessons can do so on payment of an amendment fee of €100, subject to availability. Students can only upgrade to afternoon one-to-one lessons during high season.

9.5 Holidays

Holiday-breaks for Long-term courses and Academic Year Programmes

Students can have a maximum of 4 weeks-holidays: two weeks' notice in writing must be given. Students returning from their holiday cannot expect to return to the same class, teacher or accommodation. No credit is given for accommodation during holiday breaks. Students requiring visa for study purposes must ensure that their visa is issued for the correct dates to include any holiday breaks.

If the revised enrolment extends into high season the difference in course fees will apply.

9.6 Public Holidays

The College is closed on all Maltese public holidays. Any classes falling on such days will be replaced by additional class-time, within the same week.

Public Holidays 2012- falling on a week day:

- Friday 10th February
St. Paul's Shipwreck
- Monday 19th March
St. Joseph
- Thursday 31st March
Freedom Day
- Friday 6th April
Good Friday
- Tuesday 1st May
Labour Day
- Thursday 7th June
Sette Giugno
- Friday 29th June
St Peter and St Paul (L-Imnarja)
- Wednesday 15th August
The Assumption (Santa Marija)
- Thursday 8th September
Our Lady of Victories
- Friday 21st September
Independence Day
- Thursday 8th December
Immaculate Conception
- Thursday 13th December
Republic Day
- Tuesday 25th December
Christmas Day

10. Student Assistance

Student Issues

If, at any time a student is unhappy with any aspect of their course, accommodation, leisure activity or the school's subcontractors they must inform any member of the management team through the school reception either verbally at the time of occurrence or in

writing within 24 hours.

Chamber College will not accept any complaint received at the end or after a student's stay in Malta, if it has not been brought to our attention as explained above.

10.1 Lost/misplaced student certificate

Should a certificate need to be re-issued, due to loss or misplacement, the following charges apply:

Europe - normal post FREE
Europe - UPS €30.00
Rest of the world - normal post €10.00
Rest of the world - UPS €50.00

Payment must be received in FULL, using one of the methods detailed previously prior to the re-issuing of the certificate.

11. General Conditions

Health

Students must possess adequate health insurance to cover the length of stay in Malta. Chamber College reserves the right to be fully reimbursed for any medical or related costs it may incur on behalf of any student who requires urgent medical attention in Malta, and to immediately repatriate, at the student's expense, any student who suffers from a serious medical or psychological condition.

12. Loss of Property/Insurance

Chamber College will not be held responsible for the loss or theft of any student's property from the College, accommodation or any other location. Student's property is the sole responsibility of the student at all times. Chamber College advises all students to take out a travel insurance policy which covers them for the duration of their stay in Malta.

13. Student Conduct

Chamber College expects all its students to be motivated, polite and considerate towards members of staff, host families and fellow students at all times. Chamber College reserves the right to expel/repatriate any person that in the opinion of Chamber College, behaves in an unacceptable manner. This includes, but is not limited to, possession or consumption of any illegal drugs and/or alcohol, damage to property, any behaviour that endangers or impairs the health, safety or comfort of other persons using the same services, non-abidance to local law(s) and/or not adhering to curfew times.

Any damage to, or loss of, Chamber College or third party property must be paid for by the student prior to departure.

14. Privacy Policy

Chamber College is committed to protect our clients' privacy. We will not collect any personal information about you, as a client, unless you provide it voluntarily. Any personal information

you communicate to us is kept within Chamber College itself, in accordance with the Data Protection Act 2001.

15. Liability

Unless liability is legally imposed, Chamber College will not accept any liability in the case of illness, accident, loss, damage or injury to persons or property.

16. Force Majeure

In the event that Chamber College is unable to fulfill any of its obligations, as a result of an event(s) beyond the reasonable control of Chamber College, we will not accept responsibility or liability. Such events will include, but are not limited to: terrorist attacks, war or threat of war, riots, industrial action, natural or man-made disasters, unusually adverse weather conditions or any other event(s) which may class Malta as an 'at risk destination' by the Ministry of Foreign Affairs.

17. Photography and Filming

The College may use photographs or film footage to illustrate its promotional material. If students do not wish to participate, Chamber College will respect their wishes, provided that we have been notified within one month of the photo-shoot. These photos and film-footage have no commercial or contractual value.

18. Jurisdiction

Any agreement entered into with Chamber College is governed by the Laws of Malta. By entering into such an agreement, all Parties agree that should a dispute arise, they will submit to the jurisdiction of the Maltese Courts.

19. Data Protection

By submitting their information students agree to the storage and use of the information by Chamber College. All information collected by the school will not be passed on to any other organization or third parties and will be stored and processed in accordance with the data protection act of the country.

20. Leisure

Chamber College reserves the right to make changes to the leisure programme due to weather conditions or any other reasons beyond our control.

