



# Course Guide 2025

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Crossing Language Barriers

[www.inlinguamalta.com](http://www.inlinguamalta.com)

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# Welcome to inlingua Malta

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Dear Prospective Students and Partners,

We are delighted to welcome you to inlingua School of Languages, where our legacy in English language education runs deep. The school was founded by our father and grandfather, Maurice Portelli, a true pioneer in the English Language Teaching (ELT) industry in Malta. His vision and dedication laid the foundation for what has become one of the most respected language schools in the country. Together, we continue to build on this legacy, further elevating our school's reputation.

Over the years, we have had the privilege of partnering with numerous educational institutions and organizations worldwide. Together, we have welcomed thousands of students through our doors. Each of these students has contributed to the vibrant and diverse learning community that we cherish today. Quality has always been our primary objective, and we are committed to providing not just an education, but a lifelong experience that enriches the lives of our students.

We are truly blessed to have had the opportunity to work with so many talented professionals within this global industry. Their expertise and passion have helped shape the exceptional learning environment that inlingua is known for. As we look to the future, we eagerly anticipate welcoming even more students, continuing our role as a key player in the ELT industry in Malta, and expanding our collaborations with partners worldwide. Together, we strive to deliver outstanding service to all our clients.

Innovation and the creation of lasting memories are at the heart of what we do. We are excited about the possibilities that lie ahead and look forward to the many new experiences we will share with our students and partners.

Thank you for considering inlingua School of Languages as your destination for language learning.

We can't wait to be a part of your educational journey!

## Maryse, Luisa and Pippa

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Directors at inlingua School  
of Languages Malta





# Mix of Nationalities

In 2024 we had a total of 60 nationalities from all over the world



# Location

Inlingua Malta in Sliema is just 50m from the seafront, near shopping complexes, high street stores, seafront restaurants and convenient bus stops.



# Quality

Accredited by:



# Why Choose inlingua Malta



## Experience

since  
**1980**



4.8 - Reviews



More than

**100,000**

Students trusted us



“

I learn a lot and I had a lot of fun.  
I had a pleasure time in Malta with good possibilities and conditions to learn English, at inlingua and in country itself.  
I will definitely return.

”

**Martin** - Germany



“

I chose Malta for the climate, beach, sun and cultural diversity. My teacher always knew how to connect all the students and create a friendly environment, I felt safe to learn, make mistakes and try again.

”

**Patricia** - Italy



“

It was an incredible experience, in addition I like the methodology and help a lot in the development of English for business.  
The location is excellent and the team is very committed to the student's success

”

**Jennifer** - Brazil

**Be  
inspired  
by others**



# Spend the day with us!

## A typical first day at inlingua Malta.



### Welcome to inlingua Malta!

New students get their books and supplies from our school reception, as they start their exciting journey of learning and discovery. Our team is ready to welcome you and assist you on your first day.



### Class Time

Students enjoy learning English in class, in a fun and engaging environment. They get to practice speaking, listening, reading and writing through the inlingua method where communication is key to their success.



### Orientation Meeting

On the first day, we will guide students through everything they need to know whilst in Malta from the visa process, to transport tips and nearby tourist spots. We also discuss additional services available to community standards like accommodation and airport transfer.



### Tour in Valletta

On the first day, we welcome new students on a guided tour of Valletta, the capital city of Malta. This helps them immerse themselves in the island's rich history and inspires them to explore its beauty. Students can follow our weekly activity plan.



### Meet New People at Our Social Activities

Make friends from around the world while learning and growing together in a fun and supportive environment!. Evening and afternoon events and activities are available for all of you.

inlingua\_malta







# The best place to learn English on the island

We are in one of Malta's most popular areas, close to restaurants, shopping malls, shops, beaches, and relaxing spots. It's easy to get here by bus or public transport, and we're just 5 minutes from Valletta by ferry, the capital city of Malta.



# General English

Learning in a Group

Our General English programme is designed to facilitate language acquisition and its practical application in students' daily routine. Our curriculum encourages the gradual improvement of language skills. While priority is given to oral proficiency to improve fluency, our course covers comprehensive aspects including English usage, reading, listening, writing and speaking.

This is the perfect choice if you want to combine an English language course with a relaxing fun holiday. The course teaches English for everyday life – conversation skills, grammar structures and vocabulary. You will learn to communicate effectively in English in many social situations.



**Classes start every Monday**

Monday to Friday

🕒 8:45 - 12:00 / 12:15 - 14:30

Available at the following CEFR Levels:



General	Intensive	Combined
🕒 Hours Per Week <b>15</b>	🕒 Hours Per Week <b>22.5</b>	🕒 Hours Per Week <b>22.5</b>
Beginner to Advanced level	Beginner to Advanced level	Beginner to Advanced level
■ Hours Per Day 3	■ Hours Per Day 4.5	■ Hours Per Day 4.5
■ Lessons Per Week 20	■ Lessons Per Week 20	■ Lessons Per Week 30 Group 20 + 10 One-to-One
■ Minutes Per Lesson 45	■ Minutes Per Lesson 45	■ Minutes Per Lesson 45
■ Age 13+	■ Age 13+	■ Age 13+
		

# Long Stay Programme

This programme runs for a minimum of 8 weeks and is perfect for creating fluency in English to that of a native speaker. Student progress will be continually monitored throughout their stay. Long-stay programs often lead to achieving internationally recognized qualifications.

	General		Intensive			
🕒 Hours Per Week	15		22.5			
<b>Weeks</b>	<b>8</b>	<b>12</b>	<b>24</b>	<b>32</b>	<b>40</b>	<b>48</b>

Available at the following CEFR Levels:      

Mini Group	Intensive Mini Group	One to One
🕒 Hours Per Week <b>15</b>	🕒 Hours Per Week <b>22.5</b>	🕒 Hours Per Week <b>15</b>
<p>Beginner to Advanced level</p> <ul style="list-style-type: none"> <li>Hours Per Day: 3</li> <li>Lessons Per Week: 20</li> <li>Minutes Per Lesson: 45</li> <li>Age: 13+</li> </ul>	<p>Beginner to Advanced level</p> <ul style="list-style-type: none"> <li>Hours Per Day: 4.5</li> <li>Lessons Per Week: 30</li> <li>Minutes Per Lesson: 45</li> <li>Age: 5+</li> </ul>	<p>Beginner to Advanced level</p> <ul style="list-style-type: none"> <li>Min. Hours per Day: 1.5</li> <li>Min. Lessons Per Week: 10</li> <li>Minutes Per Lesson: 45</li> <li>Age: 5+</li> </ul>
		



# Junior English

## Learning in a Group

This course ingeniously combines education and fun. Taking advantage of Inlingua's abundant resources and our qualified and experienced educators, our young learners engage in age-appropriate, interactive learning. This dynamic approach covers a spectrum of skills, all taught through exciting games and activities. The child is encouraged to practice through participation and the trainer creates a positive atmosphere where students are confident and relaxed. This is truly an effective and entertaining way to learn English in Malta.

Delivered over five days a week, from Monday to Friday, the course comprises a total of 20 lessons per week. Each lesson is thoughtfully designed to span 45 minutes, collectively totalling three hours of engaging instruction per day. Junior English classes are also available in group and one-to-one combined courses or on a one-to-one basis.




### Classes start every Monday

Monday to Friday

🕒 8:45 - 12:00

Available at the following CEFR Levels:



Junior English	Combined	One to One
🕒 Hours Per Week <b>15</b>	🕒 Hours Per Week <b>22.5</b>	🕒 Hours Per Week <b>15</b>
Beginner to Advanced level	Beginner to Advanced level	Beginner to Advanced level
■ Hours Per Day 3	■ Hours Per Day 4.5	■ Min. Hours Per Day 1.5
■ Lessons Per Week 20	■ Lessons Per Week 30 Group 20 + 10 One-to-One	■ Min. Lessons Per Week 10
■ Minutes Per Lesson 45	■ Minutes Per Lesson 45	■ Minutes Per Lesson 45
■ Age 5-12	■ Age 5-12	■ Age 5-12
		

# Parent & Child Courses

Our junior courses offer tailored English lessons for children as young as 5 years old. To streamline the process for families, parents can conveniently book group courses of 20 lessons simultaneously with their kids. This setup ensures a smooth experience while providing both children and parents with English language education, fostering a supportive atmosphere where learning is shared.

<b>General</b>	Beginner to Advanced level
🕒 Hours Per Week <b>15</b>	■ Hours Per Day 3
	■ Lessons Per Week 20
	■ Minutes per Lesson 45
	■ Age 5-12

**Classes start every Monday**

Monday to Friday

🕒 8:45 - 12:00

Available at the following CEFR Levels:



# Learn & Fun



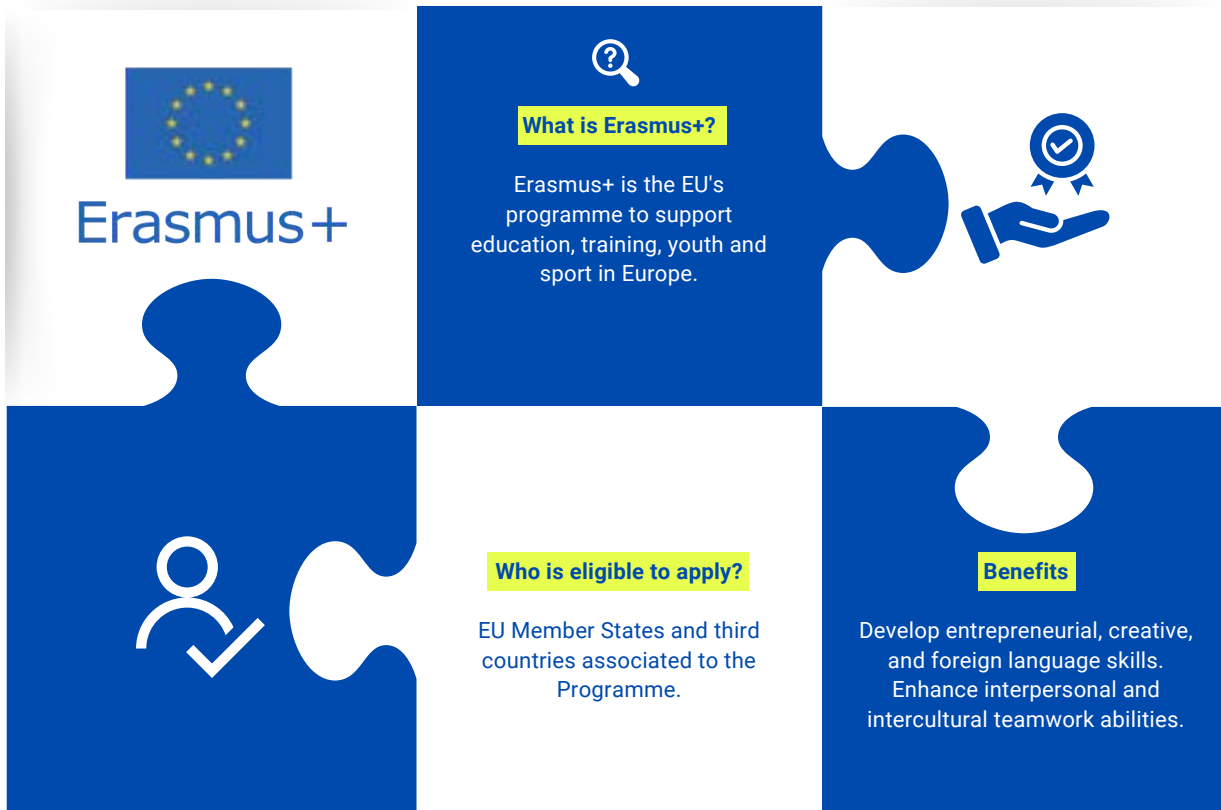
inlingua\_malta



# JUNIOR COURSES



# |Funded Educational Programmes



The Erasmus+ section is presented as a 2x2 grid of puzzle pieces. The top-left piece is white and contains the European Union flag and the text 'Erasmus+'. The top-right piece is blue with a magnifying glass icon and the heading 'What is Erasmus+?'. The bottom-left piece is blue with a person icon and a checkmark, and the heading 'Who is eligible to apply?'. The bottom-right piece is blue with a hand holding a medal icon and the heading 'Benefits'.

**Erasmus+**

**What is Erasmus+?**  
Erasmus+ is the EU's programme to support education, training, youth and sport in Europe.

**Who is eligible to apply?**  
EU Member States and third countries associated to the Programme.

**Benefits**  
Develop entrepreneurial, creative, and foreign language skills.  
Enhance interpersonal and intercultural teamwork abilities.

This scholarship can be awarded to students from both non-EU and EU countries. **Students must also not forget that they can only apply to educational institutions that are approved and participating under the Erasmus Plus Programmes. Inlingua Malta is one of them!**



The Bildungsurlaub section is presented as a 2x2 grid of puzzle pieces. The top-left piece is white and contains the 'BILDUNGSURLAUB' logo. The top-right piece is blue with a magnifying glass icon and the heading 'What is Bildungsurlaub?'. The bottom-left piece is blue with a person icon and a checkmark, and the heading 'Valid regions'. The bottom-right piece is blue with a hand holding a medal icon and the heading 'This programme is recognized by the German government and is valid in 12 regions of Germany'.

**BILDUNGSURLAUB**

**What is Bildungsurlaub?**  
It is a paid leave program for German employees to receive 5/10 days of professional training per year.

**Valid regions**  
Berlin, Brandenburg, Bremen, Hamburg, Hessen, Mecklenburg-Vorpommern, Niedersachsen, Nordrhein-Westfalen, Rheinland-Pfalz, Saarland, Sachsen-Anhalt, Schleswig-Holstein.

**This programme is recognized by the German government and is valid in 12 regions of Germany**

**inlingua Malta has English courses approved by Bildungsurlaub**

This program enhances English proficiency, cultural acumen, global networking, career advancement, and personal development, providing valuable professional and life experiences. **Students wishing to join this programme need to send us their request.**



# Business English

Learning in a Group

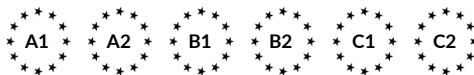
This English course will teach you how to communicate effectively in a business environment and the inlingua Business English course book covers topics and language common to this field. We also have specially designed English books which cover various areas of business such as meetings, finance, presentations,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




**Classes start every Monday**

Monday to Friday

🕒 8:45 - 12:00 / 12:15 - 14:30

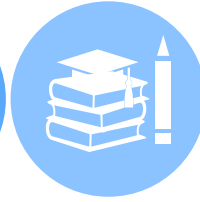
Available at the following CEFR Levels:



<b>Bsusiness English</b>	<b>Business English Combined</b>	<b>Intensity Programme</b>
🕒 Hours Per Week <b>15</b>	🕒 Hours Per Week <b>22.5</b>	🕒 Hours Per Week <b>22.5   30</b>
■ Hours Per Day 3	■ Hours Per Day 4.5	■ Hours Per Day 4.5   6
■ Lessons Per Week 20	■ Lessons Per Week 30 Group 20 + 10 One-to-One	■ Lessons Per Week 30   40
■ Minutes Per Lesson 45	■ Minutes Per Lesson 45	■ Minutes Per Lesson 45
■ Age 18+	■ Age 18+	■ Age 18+
		

# |What to Expect?

Our packages offer a comprehensive range of services, including the specific language option course, accommodation, meal plans, an inlingua course book, airport transfers, leader support as well as enriching cultural visits.



Accommodation | Transport Services | Cultural, Educational or Leisure Activities | Leader Support | Learning Material | Meal Plans

# |How to Book With Us?



SPECIAL RATES FOR GROUPS  
SPECIAL RATES FOR GROUPS  
**SPECIAL RATES FOR GROUPS**  
SPECIAL RATES FOR GROUPS  
SPECIAL RATES FOR GROUPS



# Perfect Group Holiday & English Learning Experience!

Join us for an unforgettable group holiday combined with top-quality English learning. With 44+ years of experience, we offer comprehensive packages including transport, accommodation, meals, and engaging activities, all at exceptional prices.

Enjoy discounted rates, comfortable stays, delicious meals, and tailored learning programs. Make your next holiday both fun and educational with us!

We prioritize affordability without sacrificing quality. Our goal is to find the ideal price point for each group, ensuring their needs and preferences are fully met. To show our appreciation for group coordinators, we offer complimentary services as a thank-you for choosing inlingua as their language learning destination.



# GROUP PROGRAMMES



## Cambridge Assessment Authorised Exam Centre

inlingua Malta is the only Cambridge Exam preparation and Exam Centre providing the comfort of studying and sitting for an FCE, CAE, CPE, KET or PET Exam in the same location. 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 professional and academic life.

## Cambridge Exam Dates & Prices 2025

Cambridge Paper-Based Exam	Exam Days	Entry Closing Dates	Exam Fee	Result Issue Window
Key English Test (A2)	Sat 14th Jun 2025 Thu 4th Dec 2025	9th May 2025 30th Oct 2025	€180	11th - 24th Jul 2025 9th - 22nd Jan 2026
Preliminary English Test (B1)	Sat 8th Mar 2025 Tue 5th Jun 2025 Thu 4th Dec 2025	31st Jan 2025 29th Apr 2025 30th Oct 2025	€180	4th - 17th Apr 2025 3rd - 16th Jul 2025 9th - 22nd Jan 2025
First Certificate in English (B2)	Fri 14th Mar 2025 Tue 10th June 2025 Thu 21st Aug 2025 Sat 13th Dec 2025	7th Feb 2025 5th May 2025 18th Jul 2025 7th Nov 2025	€215	11th - 28th Apr 2025 8th - 21st Jul 2025 19th Sep - 2nd Oct 2025 19th - 30th Jan 2026
Certificate in Advanced English (C1)	Sat 8th Mar 2025 Wed 4th June 2025 Fri 22nd Aug 2025 Sat 6th Dec 2025	31st Jan 2025 29th Apr 2025 18th Jul 2025 31st Oct 2025	€230	4th - 17th Apr 2025 2nd - 15th Jul 2025 22nd Sep - 3rd Oct 2025 12th - 23rd Jan 2026
Certificate of Proficiency in English (C2)	Sat 1st Mar 2025 Fri 13th Jun 2025 Thu 4th Dec 2025	24th Jan 2025 9th May 2025 30th Oct 2025	€230	28th Mar - 10th Apr 2025 9th - 20th Jun 2025 9th - 22nd Jan 2026



# Exam Preparation Courses

Taking the Cambridge and IELTS exams provides a significant boost in both professional and social contexts. These certifications are globally recognized, opening doors to international job markets and higher education. They also enhance communication skills, enabling more confident interactions in diverse settings. Overall, these exams validate your English proficiency, advancing your career and enriching your social life.

## IELTS Exam Preparation Course **IELTS™**

IELTS is becoming an important test for English language learners who want to meet the entry requirements of UK and US universities. These universities require the qualification from designated SELT centres, such as Cambridge and IELTS. inlingua Malta's IELTS Preparation 30 Course aims to improve both General and Academic English skills and to enhance strategies for taking the IELTS exam.

**Cambridge B2 First (FCE) Course**

🕒 Hours Per Week  
**22.5**

- Hours Per Day 4.5
- Recommended Age 16+
- Recommended Level B2
- Length 4 weeks | 8 weeks
- Start Dates 17th Feb 2025 | 20th Jan 2025  
12th May 2025 | 14th Apr 2025  
17th Nov 2025 | 20th Oct 2025



**Cambridge C1 Advanced (CAE) Course**

🕒 Hours Per Week  
**22.5**

- Hours Per Day 4.5
- Recommended Age 16+
- Recommended Level C1
- Length 4 weeks | 8 weeks
- Start Dates 11th Feb 2025 | 13th Jan 2025  
05th May 2025 | 07th Apr 2025  
10th Nov 2025 | 13th Oct 2025



**IELTS Group Course**

🕒 Hours Per Week  
**22.5**

- Hours Per Day 4.5
- Recommended Age 16+
- Recommended Level B2
- Length 1-2-3-4-8 Weeks



**Exam Preparation One-to-One 30 (IELTS, Cambridge, TOEFL)**

🕒 Hours Per Week  
**22.5**

- Hours Per Day 4.5
- Recommended Age 16+
- Recommended Level B1 - C1
- Length Flexible

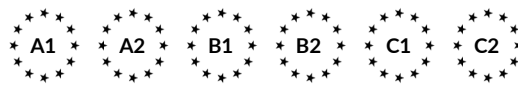


# my.ingua - ingua Online Courses

my.ingua – ingua Online Learning Course, is a sophisticated award-winning learning technology which combines the benefits of classroom and internet learning supporting you in your efforts to improve your language skills.

ingua provides students with the option of blending learning, allowing them to combine traditional in-person classroom instructions with online coursework that complements the ingua course material and language objectives for each proficiency level. This approach can be particularly advantageous for individuals seeking to pursue their studies conveniently from their homes.

Available at the following CEFR Levels:



## General English

Access Duration  
3 months  
+  
10 conversation lessons

## Business English

Access Duration  
3 months  
+  
10 conversation lessons



### Tutor led Self-Study and Online Conversation Lessons



Self study modules with 90 languages aims at your level of English



Conversation Lessons  
50 minute duration



Choose the time and topic



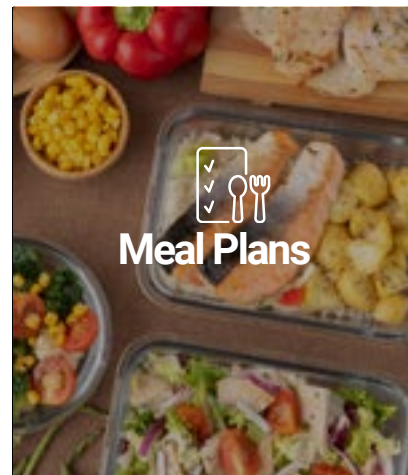
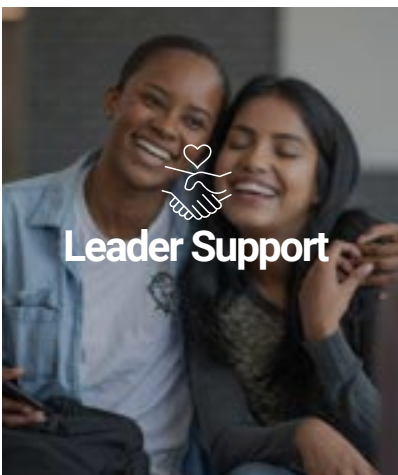
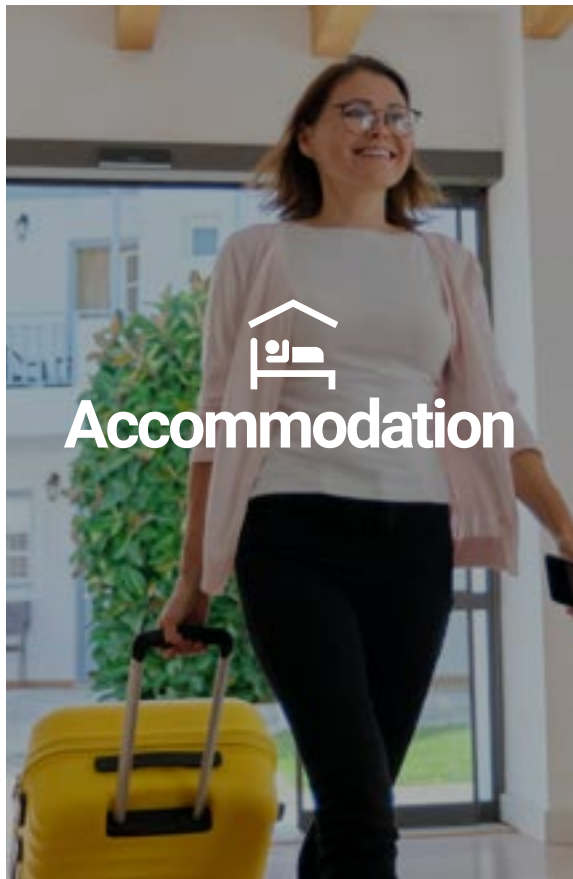
Ideal for improving speaking skills and fluency



# No need to worry we've got you covered



Accommodation | Transport Services | Cultural, Educational or Leisure Activities | Leader Support | Learning Material | Meal Plans



**ADDITIONAL SERVICES**



# Material & Services



## **Print**

inlingua Course Books are designed as support material for language training sessions. They are adapted to suit the level, language structure, vocabulary and topic of the learner's choice.



## **Online Test**

inlingua offers free online language placement testing. The test can be taken at any time online, and it is non-binding. If you wish, your results can be sent directly to your center of choice.



## **my.inlingua Online Learning**

my.inlingua provides the opportunity to choose a customized learning path which meets individual needs and enables learners to continue learning outside the classroom.



## **Audio**

Each course book has audio exercises in the training session or for private practice. All audios are available for download on the inlingua website.



## **Virtual Classroom**

The virtual classroom enables learners to learn anywhere, at any time. Lessons take place online with a teacher and only require stable internet access and a computer with integrated audio and webcam.

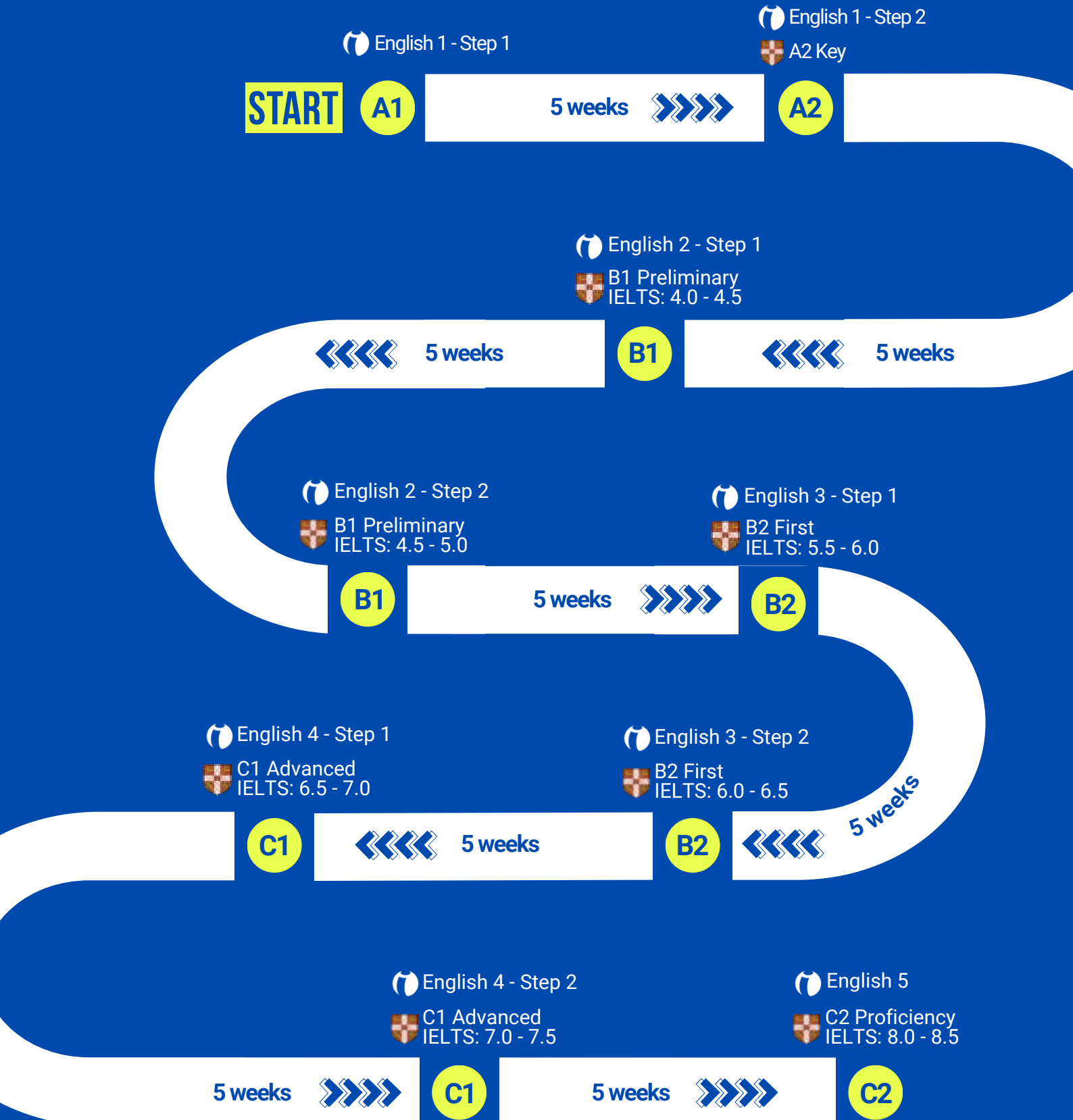


## **Blended Learning**

Blended learning comprises the best of both worlds: in-class and online learning. The blended learning approach can be tailored to create the optimal fit for customers looking for flexibility in their learning.

# Level Progression Chart

While we acknowledge that the learning process varies for each student, at inlingua Malta, we have established standardized study durations to provide students with an approximate timeframe for progressing from one proficiency level to another. Our General English programme comprises 9 distinctive levels, with each spanning a duration of 5 weeks.



Outline of inlingua Malta levels and their equivalent references: Common European Framework, Cambridge English Scale and IELTS Score and time in number of weeks.



# | Inlingua Malta Residences, Sliema and St. Julians

Self-catering budget student accommodation is available in St. Julian's, just 20 minutes by bus from the school. These shared apartments feature twin rooms with ceiling fans, a lounge area, a kitchenette with free Wi-Fi and a swimming pool is available during high season. Alternatively, the Sliema shared apartments are ideal for adult students staying four weeks or longer and are a few minutes away from the school on foot and offer triple and twin rooms with shared kitchen and bathroom facilities, laundry amenities, and climate control. They include a fully-equipped kitchen, balconies, pay-per-use air conditioning, free Wi-Fi, TV and weekly cleaning.

## | Staying with a Host Family

Inlingua carefully selects host families for their warm and welcoming atmosphere. By choosing this type of accommodation, you will not only immerse yourself in Maltese customs and traditions but also rapidly improve your English through continuous communication with your host family. This option is safe and secure, especially for young students, and offers the flexibility of staying in either a single or shared room, on Half or Full Board options.

## | Other Residences

Other student residences are located in the nearby student towns of Msida and are just a 25-minute bus ride from our school. Students can choose from various rooming options, ranging from private rooms to more communal living spaces, including single rooms, twin rooms in room clusters, shared apartments, and studio apartments. The accommodation includes weekly bed linen and towel changes, a fully functional kitchen, lounge area, wardrobe, study space, kitchenette, private bathrooms (either en-suite or shared among four people), air conditioning and climate control, 24/7 reception service, laundry facilities, pool access, student and study lounges, and free Wi-Fi.

## | Hotel & Hostel

We have partnered with several hotels and hostels in the heart of Sliema, all within walking distance from our school. These partnerships allow us to offer you discounted rates, ensuring a comfortable and convenient stay. Whether you prefer the luxury of a hotel or the budget-friendly atmosphere of a hostel, you'll find the perfect place to stay just steps away from your classes. Enjoy the vibrant surroundings of Sliema while focusing on your studies, knowing that your accommodation needs are taken care of with our trusted partners. Book your stay through us and make the most of your time in Malta!

# inlingua Residences - Sliema | St. Julians

Walking distance to the school

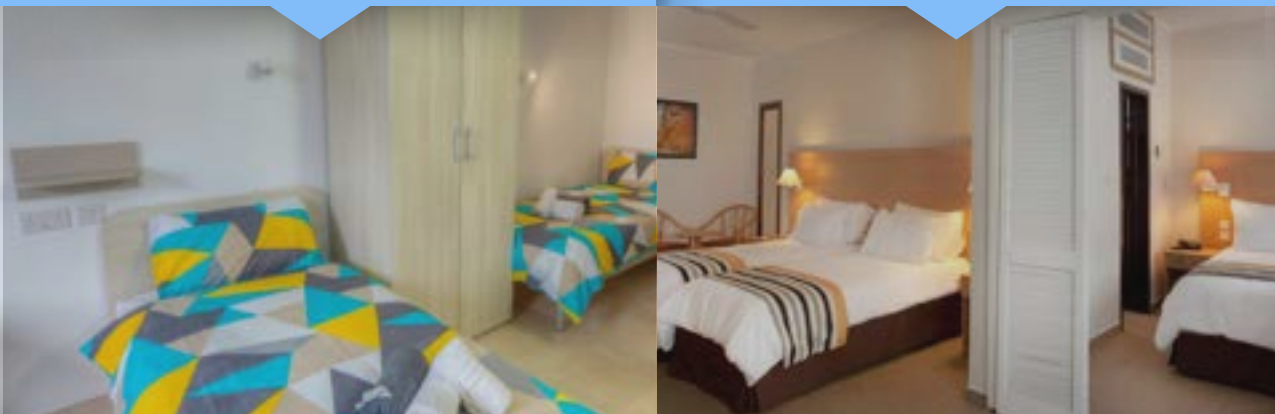


Host Family



Other Residences

Hotel & Hostel



inlingua\_malta



# ACCOMMODATION





# Social Activities





## Non-Refundable Fees



Registration Fee: €45  
Visa Assistance: €45  
Student Insurance:  
€12.00 per week (Multi-Risk)  
€15.00 per week (Multi-Risk & Cancellation)



## What's included

Online Placement test  
Certificate upon completion of course  
Welcome Pack  
Wi-Fi  
Student Discount Card  
Online Registration:  
[www.inlingua-malta.com/registration-form/](http://www.inlingua-malta.com/registration-form/)

## Opening Hours



Standard Season and High Season  
Monday - Friday 08:30 - 17:00



## Required Course Books

Junior English Book: €45  
General English: €35  
Business Book + CD: €50  
Exam Course Book: €50

## Information



High Season: 1st June - 1st September 2025  
Lessons are held in the mornings and afternoons.  
1 Lesson: 45 minutes  
Courses Start: Every Monday.



## Cambridge Exams 2025

FCE Exam Fee: €215  
14th March, 10th June, 221st August,  
13th December.  
CAE Exam Fee: €230 - 8th March, 4th June,  
22nd August, 6th December.  
CPE Exam Fee: €230 - 1st March, 13th June,  
4th December.

# Terms & Conditions

## Payment Terms

Upon confirmation of booking and receipt of invoice, 25 % deposit must be made by Bank Transfer, Credit Card or Secure Online Payment via Flywire as follows: 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](http://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

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 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 1 month prior to arrival - no refund. Changes in Accommodation during the stay are not possible and will not be accepted. 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.

Postponements: Course postponements less than 30 days before start of course will be made at a charge of €100.

Accommodation postponement are charged a fee according to the supplier in question.

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

## Group Bookings

Full payment for group bookings must be received by inlingua Malta before the course start date, following an initial deposit made at the time of booking.

Group leader supervision is available as an additional service at a charge and must be requested in advance; otherwise, it is assumed that the group will provide their own leaders. Lesson times will be established prior to arrival and must be confirmed during the booking process. Please note that Accommodation changes during a group stay are often not possible and depend on the availability of third-party providers.

## 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 €45 for Visa assistance. Any additional cost incurred should documents be sent by courier are to be borne by the student.

Cancellations after VISA refusal Any cancellations due to VISA refusals must be made in writing and communicated to [info@inlinguamalta.com](mailto: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. In case of visa not being granted after full and correct application, students may opt to file an appeal with the appeals court Local Government Taxes.

inlingua Malta will not be held responsible for any additional taxes introduced by the Maltese Government through 2024 and these, if any, must be borne by the student.

## Take Your Test Online - Before You Arrive

Adult students are to complete the online placement test at [www.inlingua-pot.com](http://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, or placed according to age group.

## Courses/Books/Reduced Lessons

inlingua Malta will endeavor to provide reserved courses in full. For courses in which not enough participants are registered, inlingua Malta will offer a suitable alternative equivalent to the courses booked or convert course credit to one-to-one lessons. This information will be communicated to the student, 7 days in advance. Under no circumstance are course fees transferable to a 3rd party. Credit towards courses must be utilised within the same year. 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.

## 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. Lessons missed due to illness or disrupted travel plans and delay outside of booked course start/end date are not compensated.

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.

### 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.

#### 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 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.

#### 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.

#### 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.

#### 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.

#### Public Holidays

1st January, 10th February, 19th March, 29th March, 31st April, 1st May, 7th June, 29th June, 15th August, 8th September, 21st September, 8th December, 13th December, 25th December - Some and not all of the lessons that fall on public holidays during week days will be made up during the rest of the week.

### 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.

#### 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.

#### 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.

#### 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.

### PAYMENT DETAILS

Kudos Ltd

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

IBAN No: MT08 MMEB 4406 0000 0000 0625 6218 001

Account Number: 006 256218 001

Swift Code: MMEBMTMT

Sort Code: 44060

### CONTACT DETAILS

inlingua School of Languages

Address: 92, Tigne Towers, Tigne Street, Sliema, Malta

VAT Registration No: MT 2573-0022

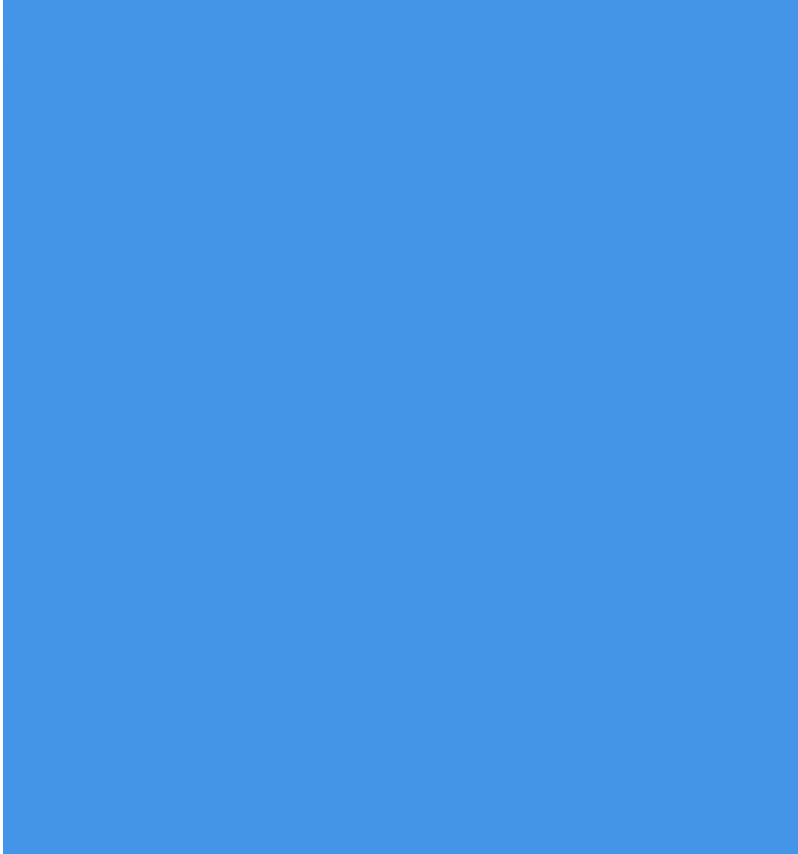
Website: [www.inlinguamalta.com](http://www.inlinguamalta.com)

E-mail: [info@inlinguamalta.com](mailto:info@inlinguamalta.com)

Tel: +356 2010 2000

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Authorised Exam Centre