

# 2015

≡ PRICE LIST ≡



**CHAMBER**  
**COLLEGE**

MALTA

**COLLEGE FACILITIES:**

- » 29 Air-conditioned Classrooms with Interactive Whiteboards
- » Wi-Fi: Free access on school premises
- » Computers: 25 computers with free Internet access
- » Canteen: Offering snacks and beverages
- » Leisure area: Large plasma TV, DVD player and chillout area
- » Student Library » Self-access Centre » Roof Garden

**ALL COURSES INCLUDE:**

- » Online Placement Test
- » Box file, Writing Pad and Pen
- » Student Card
- » Sim Card
- » Student Handbook and Street Map, Discount Scheme for Various Outlets
- » Orientation Walk
- » Welcome Meeting and Welcome Party
- » Monthly Level Test
- » Monthly Individual Student Report (ISR)
- » Certificate Of Attendance
- » Coffee and Conversation Club
- » Discounted rates for the National Swimming Pool and Fitness Centre (located opposite the College)
- » Use of Self-Access Centre and Library
- » Chamber College Beach Club
- » 24hr Emergency Contact Number

**Long Term Courses also include:** (bookings of 12+ weeks)

- » Writing Clinic
- » Reading Club
- » Tutorials

**COURSE FACTS:**

All courses start every Monday unless otherwise stated

1 lesson = 45 minutes | 10 lessons = 7.5 hours | 20 lessons = 15 hours | 30 lessons = 22.5 hours

**COURSE DAYS:**

Monday to Friday

Minimum Stay:

1 Week

Minimum Age (Adults):

16 (18 in Jul & Aug)

Minimum Age (Teenagers):

12 - 17

**CLASS SIZE:**

General English Low / High season

10 / 12 Students

Exam Preparation Low / High season

10 / 12 Students

Business English Mini Group

6 Students

General English Mini Group

6 Students

Two to One

2 Students

One to One

1 Student

**ADDITIONAL CHARGES:**

Registration fee + Coursebook (General English): € 45.00

Registration fee + Coursebook (Exam Preparation/Business): € 55.00

Course Change Fee (This applies after course start) € 25.00

Exam Administration Fee € 15.00

High Season Supplement: 22nd June to 28th August 2015 €35.00 per week

GENERAL ENGLISH COURSES		Prices displayed below are (€) per person per week High season Supplement 22nd June to 28th August - €35.00 per week			
	No. of Lessons	1 to 4 weeks	5 to 16 weeks	17 weeks+	Levels
General English (Morning)	20	€ 140.00	€ 120.00	€ 100.00	All
General English (Afternoon) Afternoon lessons held in high season (High season supplement not applicable)	20	€ 120.00	-	-	All
Combination English (20 GE + 5 or 10 One to One lessons)	20 + 5	€ 210.00	€ 185.00	€ 160.00	All
	20 + 10	€ 300.00	€ 275.00	€ 250.00	
General English Mini Group	20	€ 185.00	€ 185.00	€ 185.00	All
Private Tuition Two to One	20	€ 275.00	-	-	All
	30	€ 375.00	-	-	
Private Tuition One to One	1	€ 25.00	-	-	All
	5	€ 110.00	-	-	
	10	€ 200.00	-	-	
	20	€ 385.00	-	-	
INTENSIVE SUPPLEMENT		Prices displayed below are (€) per person per week			
	No. of Lessons	Weekly	Levels		
General English Intensive (Beginner - Advanced level)	10	€ 50.00	A1 to C1		

**NEW in 2015 | (A2 to B2+)**

**English Electives:** a series of specialised lessons designed to focus on any of these 3 main areas: \*Speaking, Listening & Pronunciation  
\*Reading & Vocabulary  
\*Writing & Grammar

**TUITION NOTES:**

» Free coursebook with bookings of 8+ weeks

» Intensive modules may be booked on their own at a cost of €75.00 per week

» In high season the following Summer Timetable will apply: Morning Lessons - 08:45 to 12:15 | Intensive / Electives Lessons - 12:45 to 14:15 | Afternoon Lessons - 14:30 to 18:00

» All bookings are subject to the Chamber College Terms and Conditions which are found in our price list and on the website - [www.chambercollege.com](http://www.chambercollege.com)

ENGLISH FOR SPECIFIC PURPOSES (ESP)		Prices displayed below are (€) per person per week High season Supplement 22nd June to 28th August - €35.00 per week			
	No. of Lessons	1 to 4 weeks	5 to 16 weeks	17 weeks+	Levels
ESP English for Specific Purposes	20	€ 460.00	-	-	B2 to C2
	30	€ 600.00	-	-	
ENGLISH FOR BUSINESS COURSES		Prices displayed below are (€) per person per week High season Supplement 22nd June to 28th August - €35.00 per week			
	No. of Lessons	1 to 4 weeks	5 to 16 weeks	17 weeks+	Levels
Business Mini Group	20	€ 175.00	€ 155.00	-	B2 to C2
Business Mini Group Intensive	30	€ 225.00	€ 210.00	-	
Business One to One	10	€ 250.00	-	-	B2 to C2
	20	€ 460.00	-	-	
EXAM PREPERATION COURSES		Prices displayed below are (€) per person per week High season Supplement 22nd June to 28th August - €35.00 per week			
	No. of Lessons	1 to 4 weeks	5 to 16 weeks	17 weeks+	Levels
CAMBRIDGE (PET, FCE, CAE, CPE)	20	€ 190.00	€ 160.00	-	B1 to C2
CAMBRIDGE INTENSIVE	30	€ 215.00	€ 185.00	-	
IELTS	20	€ 190.00	€ 160.00	-	B2 to C2
IELTS INTENSIVE	30	€ 215.00	€ 185.00	-	
TOEFL IBT	20	€ 190.00	€ 160.00	-	B2 to C2
TOEFL IBT INTENSIVE	30	€ 215.00	€ 185.00	-	
TOEIC	20	€ 190.00	€ 160.00	-	B1 to C2
TOEIC INTENSIVE	30	€ 215.00	€ 185.00	-	
Exam Preparation One to One	10	€ 250.00	-	-	B1 to C2
	20	€ 460.00	-	-	
TEENAGE COURSES AGE 12 - 17 YEARS		Prices displayed below are (€) per person per week High season Supplement 22nd June to 28th August - €35.00 per week			
	No. of Lessons	1 to 4 weeks	5 to 16 weeks	17 weeks+	Levels
General English	20	€ 140.00	€ 120.00	€ 100.00	A1 to C2
General English Intensive	30	€ 185.00	€ 155.00	€ 140.00	A1 to C2

Group prices also available on request. For further information please contact us on [marketing@chambercollege.com](mailto:marketing@chambercollege.com)

#### TUITION NOTES:

- » All bookings are subject to the Chamber College Terms and Conditions which are found in our price list and on the web site - [www.chambercollege.com](http://www.chambercollege.com)
- » Prices exclude examination fees. Please refer to our examination fact sheets for prices and test dates.
- » Exam preparation, Business, One to One / Two to One classes may be moved to afternoon in high season.
- » Intensive modules may be booked on their own. Price on request.
- » In high season the following **Summer Timetable** will apply: **Morning Lessons** - 08:45 to 12:15 | **Intensive / Electives Lessons** - 12:45 to 14:15 | **Afternoon Lessons** - 14:30 to 18:00

#### Public Holidays And School Closing Dates:

\*\* 1st January | 10th February | 19th March | 31st March | 3rd April | 1st May | 29th June | 8th September | 21st September | 8th December | \*\* Friday 25th December  
 \*\* Please note that on the following dates lessons will not be replaced. 1 student to 1 teacher courses will be made up.

CEF BAND	CEFRL LEVEL	*GUIDED STUDY TIME (HOURS)	LEVEL	CAMBRIDGE ESOL	IELTS	TOEFL IBT	TOEIC	BEC
C	C3	Master User	1500 - 2000	Mastery		9	125	
	C2	Competent User	1000 - 1200	Proficiency	CPE	8	121 - 124	
	C1	Effective Operational User	700 - 800	Advanced	CAE	7 - 7.5	116 - 120	945 - 990 Higher
B	B2+	Independent User	600 - 700	Upper-Intermediate	FCE/CAE	6 - 6.5	110 - 115	840 - 950 Vantage
	B2	Vantage	500 - 600	Intermediate	FCE	5 - 6	87 - 109	785 - 990
	B1	Threshold	350 - 400	Pre-Intermediate	PET	4 - 4.5	57 - 86	550 - 780 Preliminary
A	A2	Waystage	180 - 200	Elementary	KET	2 - 3	41 - 56	225 - 545
	A1+	Breakthrough	90 - 100	Beginner		1	30 - 40	120 - 220
	A1	Starter	0 - 50	Basic Beginner		0	0 - 29	75 - 100

\* Please Note: Guided Study Time is a general estimate and depends on the individual.

# SELF-CATERING APARTMENTS



## SINGLE ROOM

A room with one bed for one student










## TWIN ROOM

A room with two beds for two students



## TRIPLE ROOM

A room with three beds for three students

SHARED SELF-CATERING APARTMENTS	PRICES PER PERSON PER WEEK			
	1st Jan to 21st Jun 30th Aug to 31st Dec		21st Jun to 30th Aug	
	1 to 4 weeks	5+ weeks	1 to 4 weeks	5+ weeks
Economy - Twin Room 	-	-	€154.00	-
Economy - Single Room 	-	-	€199.50	-
Standard - Triple Room + Wi-Fi  	€126.00	€112.00	€170.00	€154.00
Standard - Twin Room + Wi-Fi  	€140.00	€126.00	€195.00	€175.00
Standard - Single Room + Wi-Fi 	€200.00	€175.00	€300.00	€266.00
<b>Included in our Self-catering Apartments:</b>	<b>Economy Apartments</b>		<b>Standard Apartments</b>	
Water & Electricity	✓		✓	
Weekly cleaning	✓		✓	
Weekly change of linen and towels	✓		✓	
Fan or Heater	✓		✓	
Washing machine	✓		✓	
Cable TV	✗		✓	
Wi-Fi Internet in living / dining areas	✗		✓	
Telephone (incoming calls)	✗		✓	

### SELF-CATERING APARTMENT NOTES:

- » Minimum Age: 18 years
- » Minimum stay: 1 week / 7 nights
- » Extra nights are charged pro rata
- » A refundable deposit of €100.00 will be collected by the College upon registration
- » **Arrival airport transfer is mandatory for students booking self-catering accommodation**
- » En-suite bathroom is subject to availability
- » Your accommodation address will be sent to you via email 14 days prior to your arrival
- » Air-conditioning option is offered at Orchidea Apartments at an extra supplement
- » Apartments may be 10 to 25 minutes' walk from the College
- » Accommodation Change Fee (after arrival) - €25.00
- » Strictly NO SMOKING in any of the apartments

Airport Transfers	Arrival / Departure	One Way	Two Way
Malta International Airport	All year / Any time	€ 20.00	€ 40.00
Two or more students booking the same arrival and departure will benefit from the following:	All year / Any time	€ 17.50	€ 35.00

### AIRPORT TRANSFERS NOTES:

- » Arrival airport transfers are mandatory for students booking self-catering apartments
- » FREE two-way airport transfers included when booking 8+ weeks course and accommodation
- » 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 €15.00 per hour

# HOST FAMILY



## SINGLE ROOM

A room with one bed for one student



## SHARED ROOM

A room with two or three single beds for two or three students

HOST FAMILY	PRICES PER PERSON PER WEEK	
	1st Jan to 21st Jun 30th Aug to 31st Dec	21st Jun to 30th Aug
Room Type / Board Basis		
Standard Host Family Shared Room on HB Basis (Breakfast and Dinner)   OR   	€ 168.00	€ 203.00
*Executive Host Family on HB Basis 	€ 287.00	€ 385.00
Supplements:	PRICES PER PERSON PER WEEK	
Full Board Basis (Packed Lunch)	€ 14.00	€ 14.00
Single Room 	€ 42.00	€ 84.00
Private Bathroom	€ 56.00	€ 56.00
Single Nationality Placement	€ 49.00	€ 63.00
Special Diet	€ 31.50	€ 31.50
Wireless Internet	€ 14.00	€ 14.00
Child Supervision (offered to children up to 12 years)	€ 105.00	€ 105.00

### HOST FAMILY NOTES:

- » Minimum Age: 8 years
- » Minimum stay: 1 week / 7 nights
- » Extra nights charged pro rata
- » Maximum three students per sharing room
- » Board basis: HB - Half Board / FB - Full Board
- » Your confirmed accommodation address will be sent to you via email 14 days prior to your arrival
- » \*Students choosing Executive Host Family are placed in a single room with Internet access and private bathroom
- » Accommodation Change Fee (after arrival) - €25.00. Other charges may apply

AIRPORT TRANSFERS	Arrival / Departure	One Way	Two Way
Malta International Airport	All year / Any time	€ 20.00	€ 40.00
Two or more students booking the same arrival and departure will benefit from the following:	All year / Any time	€ 17.50	€ 35.00

### AIRPORT TRANSFERS NOTES:

- » Arrival airport transfers are mandatory for students booking host family accommodation
- » FREE two-way airport transfers included when booking 8+ weeks course and accommodation
- » 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 €15.00 per hour

PACKAGES	PRICES PER WEEK	
	1st Jan to 21st Jun 30th Aug to 31st Dec	21st Jun to 30th Aug
English Homestay (Single Room on Half Board Basis)	€595.00	€675.00
* English plus Diving (PADI Open Water + Diver Manual + Booklet + Divers Logbook)	€630.00	€630.00
* English plus Tennis	€495.00	€495.00
* English plus Sailing (Level 1)	€640.00	€640.00
Parent plus Child	-	€725.00
50 Plus (Starting dates : 9th March   11th May   14th September)	€695.00	-

### PACKAGE NOTES:

- » For more detailed information please refer to our web site - [www.chambercollege.com](http://www.chambercollege.com) or email [reservations@chambercollege.com](mailto:reservations@chambercollege.com)
- \* Accommodation and airport transfers are not included

**TERMS & CONDITIONS | 2015****• GENERAL CONDITIONS****• 1.1 REGISTRATION:**

Registration is 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 enrolment form, will result in the cancellation of the booking or in termination of the student's course and accommodation.

**• 1.2 DEPOSIT:**

In the case of direct bookings 20% of the final invoice must be paid within 3 days of the booking confirmation to Chamber College (Malta) Limited. The balance due must be paid 2 weeks prior to arrival. Failure to comply with the above terms and conditions may result in the booking being revoked at the Company's discretion, thus forfeiting the 20% deposit payment. All fees are to be settled before the enrolment start date and no student will be allowed to start their course until payment has been received.

**• 1.3 BOOKINGS:**

Changes prior to arrival: all changes to bookings must be made in writing and sent to [reservations@chambercollege.com](mailto:reservations@chambercollege.com)

Changes after arrival: all changes are subject to the College's approval and carry an administration fee of €25.00 for each change. All accommodation options incur an additional 3-day cancellation fee calculated pro rata, as per Chamber College price list.

**• 1.4 PAYMENTS:**

Payments to be addressed to:

Bank name: Bank of Valletta

Euro account: 40015554637

Sort code: 22079

IBAN number: MT81VALL2201300000040015554637

Swift code: VALLMTMT

Account holder name:

Chamber College Malta Limited

Bank address:

The strand, Gzira Branch, Gzira GZR1707

**• 1.5 COURSE CURTAILMENT:**

No refunds will be given to students who curtail their course/package.

**• 1.6 CANCELLATION CHARGES/REFUNDS:**

Cancellation of bookings must be received in writing and sent to [reservations@chambercollege.com](mailto:reservations@chambercollege.com) and are subject to the following cancellation fees:

- Up to 14 days notice prior to arrival - 5% of the total invoice
- Between 13 and 3 days' notice prior to arrival - 25% of total invoice
- Less than 3 days' notice - full price will be charged

The total invoice includes the following costs:

- 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.

**• 1.6.1 CANCELLATION AFTER COMMENCEMENT OF A COURSE:**

Should a cancellation be made after the commencement of the course, no fees will be refunded.

**• 1.6.2 NO SHOW:**

If a student fails to arrive at their accommodation or for lessons, no fees will be refunded.

**• 1.6.3 FEES:**

Under no circumstances are fees transferable to a third party.

**• 1.7 FIRST DAY AT SCHOOL:**

On their first day at school students are to show a copy of the payment or a voucher from their agency. Only students who are able to produce proof of payment will be allowed onto the course.

**• 1.8 AIRPORT TRANSFERS:**

In order for the College to provide airport transfers, all flight details must be received by no later than 7 days prior to arrival.

**• 1.9 FLIGHT DETAILS MUST INCLUDE:**

- Flight Number
- Departure Time
- Arrival Time
- Airline
- Point of Origin

If this information is not provided 7 days prior to arrival, students will not be entitled to a refund. 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 €15 per hour pro rata on their first day at the College.

If for any reason the student does not meet our College airport representative in the airport arrivals lounge they are to call 00356 9966 4144 and NOT take a taxi.

**• 1.10 HOLIDAY BREAKS:**

Students attending long-term courses can request up to a maximum of 4 weeks holiday depending on the duration of their course: two weeks' notice in writing must be given in advance. Students returning from their holiday cannot expect to return to the same class, teacher or accommodation. If the College is informed about the holiday during the enrolment phase, both tuition and accommodation will be carried forward. However, if a student informs the College about their holiday break after the commencement of their course, no credit is given for accommodation (in exceptional circumstances, the College reserves the right to move the students' personal belongings while the student is not present) although tuition is carried forward. Students requiring a visa for study purposes must ensure that their visa is issued for the correct dates to include any holiday breaks.

Break entitlement is listed below:

- 8 weeks = 1 week
- 12 weeks = 2 weeks
- 16 weeks = 3 weeks
- 24+ weeks = 4 weeks

If the extension falls in high season the difference in course fees will apply.

**• 1.11 CUSTOMER CARE / STUDENT ASSISTANCE:**

If at any time a student is unhappy with any aspect of their course, accommodation, leisure activities or the College's sub-contractors they must inform a member of the management team through reception, either verbally at the time of occurrence or in writing, within 24 hours.

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

**• 1.12 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. Committing a criminal offence, insufficient class attendance, the provision of false information in the student's application form or in correspondence and dealings with Chamber College prior to the start date or on enrolment, disorderly, drunken, aggressive or threatening behavior or any other actions which could bring the College into disrepute will not be tolerated. Chamber College reserves the right to expel/repatriate any student who, in the opinion of Chamber College, has behaved 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 of 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.

**• 1.13 BULLYING & HARASSMENT:**

Chamber College is committed to developing a working and learning environment in which bullying and harassment are known to be unacceptable and are not tolerated at any level. We seek to ensure that

each individual can work and study effectively in comfort and dignity. Chamber College will provide any employee or student who suffers from bullying or harassment with an appropriate form of action and seeks to guarantee that complainants will not encounter any form of reprisal or victimisation as a result of their complaint. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can take many forms, occur on a variety of grounds and can be directed at an individual or a group of individuals. It is not the intention of the perpetrator, but the deed itself and the impact on the recipient which determines what constitutes harassment. If you think you are being harassed, you should, where possible, first make it clear to the person that their behaviour is unwelcome and you want it to stop. Once the person understands that their behaviour is unwelcome, this may be enough to stop it. If the harassment continues, you should report the matter to your teacher, the Director of Studies, or any Chamber College Staff member. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and/or disciplinary action designed to stop the harassment, will be taken.

**• 1.14 PUBLIC HOLIDAYS:**

The College is closed on all Maltese public holidays. Should a National Feast happen to fall between Monday and Friday, the time lost on the day of the Feast will then be distributed equally over the remaining business days of that same week, with the exception of the 1st January and 25th December.

Public holidays 2015 - falling on a week day:

1st January | 10th February | 19th March

31st March | 3rd April | 1st May

29th June | 8th September | 21st September

8th December | 25th December

**• 1.15 HEALTH INSURANCE:**

Students must have adequate health insurance to cover the period they are 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. Students should have a comprehensive health, accident and travel insurance policy which would cover them from the enrolment start date until the enrolment end date (coverage for cancellations, loss and theft of baggage and personal belongings, emergency evacuation, and for any other eventuality that may occur should also be included). The College will in no way be held responsible for any costs incurred as a result of the student having no or insufficient insurance cover. Unless liability is legally imposed, the College will not accept any liability in the case of illness, accident, loss, damage or injury to personal effects or property.

**• 1.16 VISA:**

Chamber College must be advised immediately if a visa application is rejected. In order to receive a full refund of the course and accommodation fees (no other fees are refunded), a copy of the rejection letter must be received by no later than 7 days prior to the arrival date. 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. The College will provide all necessary documents for students to apply for their visa once payment has been received.

**• 1.17 IMMIGRATION REGULATIONS:**

You must ensure that you understand immigration regulations in Malta. It is your responsibility to ensure you meet and comply with any such regulations. Chamber College will not refund any fees paid due to visa entry rejection into Malta by immigration authorities.

**• 1.18 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.

**• 1.19 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. Students' possessions are not covered by the College's insurance policy and the directors, management or staff cannot be held responsible for theft, loss, or damage to students' valuables even while being held for safe-keeping.

**• 1.20 LEISURE:**

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

**• 1.21 PRIVACY POLICY:**

Chamber College is committed to protecting our clients' privacy.

**• 1.22 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-footages have no commercial or contractual value.

**• 1.23 DATA PROTECTION:**

By submitting their information students agree to the storage and use of the information by Chamber College. Information collected by the school will not be passed on to any other organisation or third party and will be stored and processed in accordance with the Data Protection Act of the country.

**• 1.24 FORCE MAJEURE:**

In the event that Chamber College is unable to fulfill any of its obligations, as a result of 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.

**• 1.25 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.

**2. TUITION****• 2.1 REDUCTION OF LESSONS:**

The duration of each lesson is of 45 minutes. If there are only two students in a class the number of lessons will be reduced as follows:

- General English / Exam Preparation  
20 group lessons to 15 lessons
- General English Intensive / Exam Preparation Intensive  
30 group lessons to 20 lessons
- Mini Group / Business English  
20 group lessons to 15 lessons
- Mini Group / Business English Intensive  
30 group lessons to 20 lessons

In the case of students booking Electives / Intensive, if there are only two students in a class the number of lessons will be reduced to 5 lessons per week. Should the students wish to change their choice of elective to one that contains more than two students, they will be granted the full ten lessons at no extra charge.

**• 2.2 CERTIFICATE & ATTENDANCE:** You must attend a minimum of 80% of lessons scheduled for the course in order to receive a certificate of attendance. Students who are absent from their lessons without authorisation or who have been excluded from their course, will not be awarded a certificate.

**• 2.3 COURSE LEVEL CHANGES:**

It is mandatory for all students to sit for the levels tests, which are conducted on a regular basis on specific dates. Students must score more than 70% to advance to the next level.

**• 2.4 COURSEBOOKS:**

Students will be provided with one student coursebook in accordance with the level obtained in their online test. Students moving from one level to another will be offered the opportunity to return their original coursebook back to the College, as long as it is deemed to be in good condition. Chamber College reserves the right to refuse return of a book if it is not deemed to be in an acceptable condition. Students will be able to purchase their next General English coursebook in accordance with their new level at the reduced price of €12.50. This policy does not apply to students attending Exam Preparation or Business English courses.

**• 2.5 COURSE INFORMATION:**

Lessons are held every morning from Monday to Friday during low season. During high season lessons may be held both in 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.

**• 2.6 COURSES OF 12+ 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 a third party. Students wishing to upgrade to One to One lessons can do so on payment of an amendment fee of €100 subject to availability. During high season the One to One lessons will be held in the afternoon.

**• 2.7 EXAMINATION FEES:**

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 the testing centre is not included.

**• 2.8 LESSON TIMES:**

Indicative lesson times are set out in our Price List. Chamber College reserves the right to alter such lesson times at its discretion.

**• 2.9 UPGRADE:**

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 the high season.

**• 2.10 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.

**• 2.11 LOST/MISPLACED STUDENT CERTIFICATE:**

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

- Europe / rest of world - normal post (FREE)
- Europe / rest of the world - Express postage (Price on request)

**3. ACCOMMODATION****SELF-CATERING APARTMENTS****• 3.1 ACCOMMODATION CHECK-IN & CHECK-OUT:**

Check-in time is at 14:00  
Check-out time is at 11:00

If students' arrival is early in the day and they prefer immediate access to their room, the College recommends that the accommodation is reserved from the night before.

Check-out: Management reserves the right to remove any personal belongings of students who are due to check out or change room if they fail to do so by 11:00. The College will not accept liability for any items reported missing or damaged.

**• 3.2 ACCOMMODATION CANCELLATION AFTER ARRIVAL:**

If a student wishes to cancel a booked accommodation, the following will apply:

- All accommodation changes incur a 3 day cancellation fee including a €25 administration fee as per Chamber College price list.
- If a student decides to change from one accommodation type to another no refunds are applicable.
- There will be no refund or tuition/course accommodation extension if a student changes to accommodation of an inferior category.

**• 3.3 SELF-CATERING ACCOMMODATION:**

A €100 damage deposit is requested upon registering at the College on your first day. Management or staff reserves the right to check student accommodation whenever it is deemed necessary by the College. Furniture, pots, pans, plates, cutlery etc. must not be moved from one apartment to another. The €100 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 uncleanliness that students may cause during their stay. Fines will be taken from the damage deposit. On your last school day you will be expected to present your deposit receipt at reception to collect your deposit. Students attending morning courses may present their deposit receipts at reception at 12:30. Students attending afternoon courses may present their deposit receipts at 14:15. If upon departure inspection your apartment cleanliness is not found to be acceptable, each student registered in the accommodation will be fined €25 per student for extra cleaning.

**• 3.4 SELF-CATERING TRIPLE / TWIN ROOMS:**

If students who have booked triple room accommodation are found sleeping in a twin room the difference in value will be automatically deducted from the deposit.

**• 3.5 DISTURBANCE:**

Management reserves the right to fine students where disturbances to other clients or third parties have been reported. Loud music, shouting or any other disturbance in the accommodation, corridors or any other public area is not permitted at any time during the day or night. In the event that this regulation is ignored, each student registered in the accommodation will be fined €25 or ordered to leave the accommodation.

**• 3.6 DAMAGES:**

The full cost must be paid by students causing any damage to the College or accommodation, or during any service provided by the College 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.

**• 3.7 CLEANING & INSPECTION:**

Management or staff can check a student's accommodation whenever they deem necessary. Changing of towels takes place on a weekly basis. Cleaning includes washing of floors and bathroom/s and dusting of furniture. Cleaning of cutlery, crockery, pots and pans is not included. Even though cleaning is provided, students are to keep their rooms tidy and must take their rubbish outside on the following days – Monday, Wednesday, Thursday, Friday and Saturday. Students leaving untidy rooms will not have their accommodation cleaned and may have to pay an additional fee for extra cleaning services.

**• 3.8 CHANGE OF ACCOMMODATION:**

(Requested by College) - The College reserves the right to ask students to change their bed/room/apartment provided that notification in writing is given the day before.

**• 3.9 SERVICES INCLUDED IN ECONOMY APARTMENT:**

Water, Electricity, Washing Machine. Cleaning, change of linen and towels once a week.

**• 3.10 SERVICES INCLUDED IN STANDARD APARTMENT:**

Water, Electricity, TV, Wi-Fi Internet, Telephone (incoming calls), Washing Machine. Cleaning, change of linen and towels once a week.

**• 3.10.1 APARTMENT KEYS:**

Lost or broken keys will be replaced at a charge of €10 per key.

**• 3.10.2 AIRPORT TRANSFERS:**

It is mandatory that all students who book self-catering and host family accommodation also book the arrival transfer.

**• 3.10.3 BEDROOM KEYS:**

Are NOT provided to the students.

**• 3.10.4 NATIONALITY PLACEMENT:**

The College does NOT guarantee single nationality placement within its self-catering accommodation.

**• 3.10.5 NO SMOKING:**

It is forbidden to smoke in the College's self-catering apartments.

**• 3.11 AIR-CONDITIONING:**

A/C cards may be purchased for an additional fee from Reception (applicable for Orchidea Apartments only)

**• 3.12 HEATERS:**

Use of heaters other than those supplied by the College are NOT allowed.

**HOST FAMILY**

**• 3.13 HOST FAMILY ACCOMMODATION:**

If a student decides to change from one accommodation type to another no refunds are applicable and an administration fee of €25 will apply. Students changing from host family accommodation to self-catering accommodation without justifiable reason will incur a 3-day cancellation fee.

**• 3.13.1 KEYS:**

Should a student lose or misplace their host family house keys they will be required to pay the full cost involved in replacing the door lock.

**• 3.14 MEALS:**

Students choosing host family accommodation are entitled to a continental breakfast, a packed lunch and dinner depending on their booking.

**- BREAKFAST**

Choice of tea or coffee, juice and milk, 2 bread rolls or toast with butter.

**- PACKED LUNCH**

Fresh sandwiches, fruit, bottle of mineral water / packet of juice.

**- DINNER**

3 course meal including mineral water.

Students must respect meal times established by host families. Students must inform their family about their food preferences. Students must also inform their host family if they decide not to eat at home or would like to eat at a different time.

**• 3.15 ADDRESS CONFIRMATION:**

Chamber College reserves the right to move a student to a different address up to three days prior to arrival in the event of any unforeseen circumstances. The student will be notified prior to arrival.

**4. PAYMENTS**

**• 4.1 PAYMENTS THROUGH BANK TRANSFER:**

Payments must be made in full at least 14 days prior to the arrival date of the student. In the case of late bookings, payments must be made in full upon confirmation of the booking by Chamber College (Malta) Limited. Chamber College (Malta) Limited reserves the right not to accept any payments in foreign currencies. All payments must be settled in Euro (€). Payments via bank transfers should clearly show what invoice and service is paid for to avoid incorrect payment allocation.

**• 4.2 PAYMENTS BY DIRECT STUDENTS:**

20% of the final invoice must be paid upon the booking confirmation by Chamber College (Malta) Limited. The balance due is to be effected 2 weeks prior to arrival. All fees must be settled before the enrolment start date and no students will be allowed to start their course until payment has been received. Failure to comply with the above terms and conditions may result in the booking being revoked at the Company's discretion, thus forfeiting the 20% deposit payment.

**• 4.3 PAYMENTS FOR GROUP BOOKINGS:**

In the case of Group Bookings a deposit of 35% will apply upon confirmation by Chamber College (Malta) Limited calculated on the pro-forma Invoice issued. The full settlement must reach Chamber College (Malta) Limited 14 days prior to the group's arrival in Malta. 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 payment originator and not by Chamber College (Malta) Limited.

**• 4.4 PAYMENTS BY CREDIT CARD:**

No payments are accepted by Credit Card unless the original Credit Card Holder is present and has the Credit Card in hand or in person. Bank charges will be incurred by the card holder. Chamber College (Malta) Limited will inform the card holder beforehand of the percentage increase which has to be calculated on the invoice total. In the event that the above payment terms and conditions are not adhered to, Chamber College (Malta) Limited reserves the right to charge the maximum legal interest rate of 8% per annum, as dictated by the Maltese law.



Chamber College

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