

Parent/Legal Guardian Consent Form

Student details			
First Name:		Family Name:	
Mobile Number:		Email address:	
Parent/Guardian/Emergency contact details			
Name & Surname:		Relationship to student:	
Do you speak English?		Email:	
Landline (please include country code):			
Mobile (please include country code):			
Parent/Guardian/Emergency contact details (in case the above cannot be contacted)			
Name & Surname:		Relationship to student:	
Do you speak English?		Email:	
Landline (please include country code):			
Mobile (please include country code):			
Medical information			
Students accepted are to be in good health. If we are not told in advance about a physical or mental condition we reserve the right not to allow the student to join the booked services.			
Is your child on any medication which needs to be taken regularly?			Yes No
If yes, please give details:			
Will your child bring any additional medication?			Yes No
If yes, please give details:			
Does your child suffer from any serious illnesses or behaviour issues? (e.g. asthma, diabetes, epilepsy, panic attacks, etc.)			Yes No
If yes, please give details:			
Does your child suffer from any allergies? (e.g. nut, paracetamol, anti-histamine, aspirin intolerance etc.)			Yes No
If yes, please give details:			
Date of your child's last tetanus vaccination:			
Are there any activities the student <u>cannot</u> take part in? (e.g. swimming, paintball, kayaking, foam parties etc.)			Yes No
If yes, please give details:			
Supervision			
Homestay: Host families are obliged to monitor students' behaviour and curfew times and are requested to inform/report the school of any misbehaviour during the students' stay. Host families supervise students in the morning during breakfast time, dinner time and bed time only.			
Hotel: No supervision is provided. Group leaders/Guardians are responsible.			
Important: We have a ZERO tolerance policy for alcohol, illegal substances, smoking, indecent clothing, bullying, misconduct or unacceptable behaviour. No refund will be given in these situations and any costs arising, including repatriation costs, will be at the students' expense.			
Insurance			
It is obligatory that all students take out a personal travel insurance cover including medical, travel, work placements (if applicable), cancellation and repatriation cover. Linguatime is not liable in case of illness, accident, loss or damage to personal effects or property. European students can avail themselves of the E111 card. Group leaders must have all copies of students.			

LINGUATIME EMERGENCY NUMBER +356 9952 0000

A copy of ID card or passport of the student is to be enclosed with this form.

Declaration of parent/legal guardian		
I parent/legal guardian confirm that the information completed is correct. I have read & agree to the Linguatime terms & conditions and pages of this document. My son/daughter have been informed of the terms and conditions, school policies and rules.		
NAME & SURNAME IN BLOCK LETTERS:		
Signature:		Date: dd/mm/yy

Declaration of group leader/guardian in Malta		
I group leader/guardian in Malta confirm that the information completed is correct. I have read & agree to the Linguatime terms & conditions and pages 1/4 of this document.		
NAME & SURNAME IN BLOCK LETTERS:		
Signature:		Date: dd/mm/yy

GDPR Policy	
By signing this form you are agreeing to our Terms & Conditions. You are allowing us to share some of your data with third party companies, such as and not limited to, transport, leisure & accommodation providers. Linguatime will keep your data for 10 years in our reservation system due to other legal obligations. Should you disagree with any of the policy, you are to email us on mail@linguatime.com . Should you wish to learn more about our policy you may find all details on our website at www.linguatime.com . Read our Terms & Conditions, click here .	

Policies and Terms and Conditions

1. Curfew times

- 1.1 13-15 year old students must be home by 22:30 hrs (Sunday – Thursday) and 23:30 hrs (Friday & Saturday).
- 1.2 16-17 year old students must be home by 23:30 hrs (Sunday – Thursday) and 00:30 hrs (Friday & Saturday).
- 1.3 If guardian(s)/group leader(s) want to reduce the times, the school is to be informed in writing at least 2 weeks prior to arrival.

2. School attendance

- 2.1 Attendance in class is mandatory.
- 2.2 Students who are unable to attend lessons due to illness should inform their host family and group leader(s)/guardian(s).
- 2.3 Failure to attend lessons without a valid reason will be seen as a cause for dismissal.

3. Activities

- 3.1 Students who miss any of their activities will not be refunded or compensated.
- 3.2 Attendance on all activities booked and that form part of the package are mandatory. If unable to attend the Student must inform their host family and group leader(s)/guardian(s) beforehand.
- 3.3 Failure to attend activities without a valid reason will be seen as a cause for dismissal.

4. Documentation

- 4.1 Linguatime provide each student with a student card on their first day at school. Student must carry this card with them at all times.
- 4.2 Students are advised not to carry around with them their passports / national identification cards and other important documents. These should be kept in a safe place during their stay.

5. Other information

- 5.1 Students are to abide by the house rules when living with a host family / hotel / residence.
- 5.2 Students are to notify the group leader(s)/guardian(s) during their stay (not after departure) should they encounter any problems.
- 5.3 These teens terms and conditions apply in addition to our standard terms and conditions.

6. Supervision

- 6.1 Linguatime provides supervision of students whilst the students are on the school's premises for lessons, during their lesson break(s) and outside on school organised activities.
- 6.2 Group leader(s)/guardian(s) are responsible for the students outside of the above (6.1) stated times.
- 6.3 When the student is not attending lessons at the school, on a school lesson break or on a school organised activity they MUST inform their group leader(s)/guardian(s) of their whereabouts at all times.

7. Rules

- 7.1 Students are to abide by the following dos and don'ts:

Do's

- Do cross roads over pedestrian crossings only and remember that driving is on the left hand side of the road.
 - Do use litter bins at all times and help us keep Malta as clean and tidy as possible.
 - Do be careful when you go swimming. Watch out for sea urchins on the rocks and for small jelly fish.
 - Do be careful when sunbathing. It is suggested to avoid the sun between 11:00 - 16:00. Always use a good sun block and drink a lot of mineral water.
 - Do respect local customs and traditions.
 - Do wear appropriate clothing in churches and other holy places.
 - Do carry with you your student card at all times as it is your means of identification in Malta.
- ##### Don'ts
- Do not walk around without a t-shirt / vest unless you are at the beach.
 - Do not drink alcohol or smoke if you are under 18 years old.
 - Do not provoke or offend people and car drivers when crossing roads and do not hitch hike.
 - Do not swim in rough seas or when you do not see other people swimming. Do not sunbathe topless.
 - Do not shout in the streets, at the beach or any public place at any time.
 - Do not leave your personal belongings (wallets, bags etc.) unattended.
 - Do not use illegal drugs/substances as this is a criminal offense (illegal) in Malta. Linguatime will not be liable should you be detained by the Maltese authorities on charges of illegal activities.
 - Do not throw cigarette ends, cups, cans and other rubbish in the street / sea, please use bins provided in various places.

8. Public Holidays

- 8.1 Classes that fall on public holidays will not be made up for on other days unless agreed upon during the booking process.

9. Insurance

- 9.1 Acquiring insurance prior to arrival is obligatory and must cover the student for all the following; medical, travel, work placements (if applicable), cancellation and repatriation.

10. Work placements/Internships (if applicable)

- 10.1 Attendance at the work placement is mandatory.
- 10.2 Students who are unable to attend their work placement due to illness must inform the group leader(s)/guardian(s) and school immediately. The employer might request a medical certificate, this will be upon the expense of the student.
- 10.3 Failure to attend the work placement without a valid reason will be seen as cause for dismissal.

11. Tolerance policy

- 11.1 Consumption of alcohol and smoking by students under the age of 18 is prohibited and illegal.
- 11.2 Consumption of possession of any illegal drugs/substance is prohibited and illegal.
- 11.3 Linguatime has a zero tolerance policy to alcohol, illegal substances, smoking, indecent clothing, bullying, misconduct or unacceptable behaviour. No refund will be given if students are caught doing anything against our tolerance policy and any costs arising, including repatriation costs, will be at students' expense.

12. Transfers

- 12.1 Arrival & Departure details must be sent to the school (Linguatime) at least 8 days prior to arrival.
- 12.2 Departure Transfer confirmation documents must be collected from the school reception (Linguatime) at least 3 days before departure.
- 12.3 Delays in arrivals might cause disruption in transfers. Groups might have to wait at the airport arrival lounge. Linguatime shall inform group leaders the average waiting time.
- 12.4 Delays in departures shall not disrupt or effect the pre-arranged pick up times, unless specified by the school (Linguatime). Original confirmed pick-up times shall be respected in case of delays.

Duties and obligations of Group Leaders/Guardians

The duty of the Group Leaders/Guardians is to look after the minors in their care and ensure their wellbeing for the duration of their stay.

A Group Leader must be able to speak and understand English to communicate easily with members of staff at the School and with others e.g. doctors, nurses, policemen, telephone operators, should the need arise.

Group Leaders /Guardians must:

- Ensure the safety and wellbeing of all the students in their group.
- Be over 25 years of age.
- Assist their students should an emergency arise (medical needs, hospitalization etc.) and provide 24 hour support.
- Prevent disruptive or inappropriate behavior.
- Ensure students are punctual and attend their lessons.
- Accompany students during activities.
- Ensure students participate in the planned activities.
- Ensure students respect curfew times.
- Ensure students' travelling documents/tickets/passports are kept in a safe place.
- At least one of the group leaders must be First Aid certified.

Group Leaders/Guardians telephone numbers:

- A local SIM card (no credit) is given free of charge to each Group Leader. To ensure peace of mind for the student/parents/guardians, upon request the number can also be provided prior to travelling to Malta.
- The school requests the group leader(s) telephone numbers prior to arrival to Malta.

Required Information/Documentation:

Prior to Arrival

The Group Leader must keep:

- A copy of the identity card/passport of each member of the group;
- The mobile number of each member of the group;
- The mobile number of at least two guardians/parents;
- The mobile number of the tour operator / agent (if applicable);
- A copy of the insurance policy or E111 card of each member of the group.

Prior to Departure

The Group Leader must ensure that prior to departure:

- The return transfer is confirmed by the school;
- All students are aware of the pick-up times for the return transfer
- Boarding passes are printed in advance.



Parent/Guardian Consent form for Minors attending Mater Dei Hospital

DATE: _____

To Whom it May Concern,

I, the parent/guardian _____ (NAME, SURNAME) declare that I have full legal custody of
_____ (NAME, SURNAME) _____ (DATE OF BIRTH)

living at (HOME ADDRESS) _____

I give permission SOLELY to the below individual(s) to take _____ to Mater Dei Hospital Malta in the event of any acute medical and/or surgical emergency. I authorise the medical staff to examine and assess him/her when accompanied by this/these individuals without the need for calling us for confirmation as well as to consent for any blood tests, x-ray, ultrasound, CT scan, MRI, anaesthetic, surgical intervention, blood transfusion, treatment and any other necessary care. I certify that the information provided is correct and that the nominated person(s) has/have fully accepted the responsibility for my child.

NAME AND SURNAME	RELATIONSHIP TO MINOR	ID/PASSPORT NUMBER	CONTACT NUMBER

SIGNATURE AND NAME IN BLOCK LETTERS

I.D/passport number : _____

Mobile: _____

Please send the form and a copy of passport or ID of the individual filling in the above form to the following email address: ped.mdh@gov.mt.