

Break from Course Form

Linguatime Terms & Conditions 2019 clause 2.10: Course bookings of minimum 12 weeks are entitled to a course holiday break of not more than 2 weeks. Students are to apply 2 weeks in advance. For more details please visit: <http://linguetime.com/holiday-breaks/>

Name of student:		Mobile Number (please include your country code):
Email:		

Holiday break	
Course from & Course to:	
Accommodation from & Accommodation to:	

New dates	
Course from & Course to:	
Accommodation from & Accommodation to:	

Option 1	
Course	I do not want to change my departure date. I want to recover my missed lessons.
Accommodation	I do not want to change my departure date.
Fees	€ 0
Notes	Please refer to recovery table.
Tick your option:	<input type="radio"/>

Option 2	
Course	I want to take my holiday break at the end of my course. My booking remains the same.
Accommodation	I want to take my holiday break at the end of my accommodation. My booking remains the same.
Fees	€ 0
Notes	My booking remains the same.
Tick your option:	<input type="radio"/>

Option 3	
Course	I want to extend my departure and move the lessons to the end of my new course dates.
Accommodation	My accommodation departure date will remain the same. My booking will not change.
Fees	€ 0
Notes	You will find your own accommodation as you will not extend your accommodation with us. If you wish to extend your accommodation a weekly fee will apply and is subject to availability.
Tick your option:	<input type="radio"/>

Option 4	
Course	I want to extend my departure and move the lessons to the end of my new course dates.
Accommodation	I want to keep my same accommodation during my holiday.
Fees	Your weekly accommodation fee will apply.
Notes	You will keep your belongings inside your accommodation during your holiday. You may also take the key abroad with you and return to your room from your holiday.
Tick your option:	<input type="radio"/>

Option 5	
Course	None of the options 1 to 4 are what I wish to do. I must change my course reservation.
Accommodation	None of the options 1 to 4 are what I wish to do. I must change my accommodation reservation.
Fees	€ 50
Notes	Please be sure to leave the bedroom empty when you leave & to leave your apartment key inside the letter box upon departure. The €50 automatically includes a non refundable arrival taxi which will pick you up on your return from your holiday. The driver will give you your new apartment address and keys. Please give us the new arrival details 1 week in advance. Failure to do this will result in you not having where to sleep when you return from your holiday.
Tick your option:	<input type="radio"/>

Recovery Table	
Original Course	Hours recovered per week
GE 20	7.5 hours group course
GE 26	1 hour private lessons
GE 30	1.5 hours private lessons
CO 6 / IELTS 6 / BE 6	2.5 hours private lessons
CO 10 / IELTS 10 / BE 10	3.5 hours private lessons

Notes

- 12 week bookings = maximum of 2 weeks break; 24 week bookings = maximum of 4 weeks break; 36 week bookings = maximum of 6 weeks break.
- Students choosing Option 2 must ensure that their departure flight ticket to return to their home country is from Malta.
- It is the student's responsibility to leave their belongings safely locked in the apartment before leaving for their break. Linguatime is not responsible.
- Students returning from a holiday break agree to the fact that they might return to a different class, teacher, book unit and/or time-table.
- Students choosing Option 5 agree that this is possible only with the schools' approval. You agree that you might be allocated in a different room, apartment, address etc. Before leaving on your holiday you must leave your old room key in the apartment boxes provided. You agree to remove all your belongings from your old room before you go on holiday. You also agree to book your arrival taxi by giving us the school your arrival flight details in full at least 1 week before you go on holiday. Should you fail to give us the flight details on time, you will have to wait for the school to be open to get your new room key.

Student Signature
Staff Signature

Date:
Date: