

# 2009 Teenskool

## Booking Conditions & School Regulations

DEFINITIONS: "The school", "teenskool", "we", "us", "our" or derivatives thereof mean the programme organised within and under the teenskool brand by Clubclass Co Ltd, a company incorporated in Malta, and where the context requires any director, employee, manager, contractor or consultant thereof.

"Student" or "you" means the student indicated in the enrolment and booking form documentation submitted at the time of booking.

The relationship between the School and the student and his/her parents is governed by Maltese law and subject to the jurisdiction of the Courts of Malta.

1. If a reservation is cancelled 15 days or more prior to arrival an administration fee of € 100.00 will be charged, and any deposit paid refunded less the administration fee. If a reservation is cancelled 14 days or less prior to arrival the deposit paid will be forfeited. There will be no refund of fees if a student does not turn up on the first day of school, misses lessons and / or activities, or leaves before the end of the teenskool programme.
2. All students, irrespective of their age, participating in the teenskool programme must abide by all the Booking Conditions and School Regulations.
3. Check-in on the day of arrival is 14:00 and check-out on the day of departure is 11:00.
4. Upon arrival, all students must leave their passport and flight ticket at the campus reception together with a damage deposit of € 50.00. This damage deposit is held on account of any costs that may be incurred by the school in respect of missing items of inventory, breakages, damages or excessive dirt that students may cause to the school or accommodation, or during any service provided by the school or its sub-contractors. In the case of accommodation, since a maximum of 6 students will be accommodated in each dormitory, all students in the respective dormitory will be held equally responsible if no single student accepts responsibility. Costs will be charged in full and as they arise.
5. Every student will be given his / her own room key. In the event that this key is lost, broken, misplaced or not returned on departure, a charge of € 5.00 will apply.
6. Teenskool is an all-inclusive programme, and students must attend ALL lessons and compulsory activities. Students must be punctual and latecomers will be excluded from the respective activity or lesson at the sole discretion of the teacher or organiser of the activity. Only students who have been visited and certified as being sick by the school doctor will be allowed to miss lessons and activities.
7. A colour coded bracelet will be given to all students on the teenskool programme and this must be worn at all times. Students need the bracelet to participate in the whole teenskool programme [excursions, activities, meals, accommodation, etc]. If the bracelet is removed, students will be charged € 5.00 for a replacement bracelet.
8. All activities and excursions do not include entrance fees to museums and places of interest; these will have to be paid for by the student.
9. Package prices include weekly cleaning and changing of bed linen and towels. Students must keep their rooms tidy and remove their garbage on a daily basis. Personal laundry, once a week, is only included in the home-stay package; students living on campus can avail themselves of the coin-operated launderette located on the premises.
10. The curfew time for students on the teenskool programme is 23:30. Students are only allowed to stay out after 23:30 when they are attending an activity that forms part of the teenskool programme. After 23:30, all students must be in their allocated accommodation.
11. Campus accommodation is located within an aparthotel and consists of separate dormitories for boys and girls; students must not go into each other's rooms.
12. Students on the teenskool programme must not purchase, possess or consume alcohol, cigarettes or drugs [unless prescribed by a medical practitioner].
13. Personal objects are the individual's responsibility and students are advised to take care of their belongings and never leave their personal possessions unattended. Students may deposit their valuables at the campus reception for safe-keeping, or lock their personal belongings in their own luggage. Their possessions are not covered by the school's insurance policy. The directors, management or staff cannot be held responsible for the theft, loss, or damage to students' valuables.
14. The school has its own doctor and dentist, who are available at a charge. Should students require these services, this can be arranged through the school reception. For peace of mind, it is highly recommended that students organise a comprehensive travel / medical insurance policy prior to departure from their country. The directors, management or staff cannot be held responsible for any costs incurred as a result of the student having no or insufficient insurance cover. The school reserves the right to be fully reimbursed for any medical or related costs it may incur on behalf of the student who requires urgent medical attention.
15. Students suffering from any condition, illness or disability must inform the school upon booking, providing all relevant details so that the necessary arrangements can be made prior to arrival.
16. It is the student's responsibility to ensure that they are in Malta with a valid visa. Students who have not been issued a visa for the whole duration of their stay need to apply for a visa extension at least 6 – 8 weeks BEFORE their existing visa expires. Students are to inform the school reception staff at least 48 hours before they plan to go to the Immigration department. The school will prepare a visa extension letter which has to be presented with other documents for the visa extension. This letter will only be issued to students who attend regularly. Whilst the school endeavours to support students at all times, it cannot be held responsible for decisions taken by the immigration authorities.
17. In the case of minors travelling alone [unaccompanied minor] a fee of € 25.00 will be charged for a school representative to remain at the airport until the student checks-in. The school is to be advised at the time of booking if the student is travelling as an unaccompanied minor.
18. Concerns regarding courses, accommodation, or any other service provided by the school or its sub-contractors are to be registered with any member of the management team within 24 hours of the occurrence.
19. A certificate of participation is awarded at the end of the teenskool programme. Students who are absent from their lessons and / or activities without reasonable justification or have been expelled from the programme will not be awarded this certificate.
20. The school reserves the right to change the location, times of lessons, the accommodation to another type of similar or better standard at no extra charge, or other parts of the teenskool programme, where circumstances beyond the school's control necessitate such changes.
21. Photographs taken during the teenskool programme may be used to illustrate its promotional material. If a student does not want his or her photo to appear in this material, s/he should write to the school within one month of the photo-shoot. These photos have no commercial or contractual value.
22. The directors, management or staff cannot be held responsible for failure to comply with any of their obligations if this is due to a situation beyond the school's reasonable control.
23. The school may, without being held liable in any manner whatsoever, exclude students from any service applied for, if, in the opinion of the directors, management or staff they appear likely to endanger their own health, safety or comfort, or that of other students, or damage the reputation of the school. If a student regularly fails to observe the school's conditions and regulations, the directors, management or staff reserve the right to expel the student. There will be no refund in the event of repatriation and the school shall have the right to be fully reimbursed for any costs incurred.