



LanguageOne

global mother tongue
education

General Terms and Conditions

Portuguese Mother Tongue programme 2017-2018

The general terms and conditions form the formal agreement between LanguageOne Dubai (the School) and the parents.

By signing the enrolment form for your child in the Portuguese Mother Tongue (PMT) programme, you confirm that you have read, understood and agreed with the Standard Terms and Conditions.

New registration

The registration of a new pupil for the school will be accepted as soon as the School is in possession of a signed enrolment form and a copy of the pupil's passport.

There is a one-off, non-refundable registration fee for new pupils of AED 550.

Renewed registration

Pupils wishing to continue the PMT programme with LanguageOne Dubai in the 2017-2018 academic year must renew their enrolment.

Only after the School has received the required enrolment documents the school will be able to guarantee placement of the pupil.

It is not possible to renew the enrolment as long as there are any outstanding invoices from the previous school year.

Tuition fees 2017-2018

The purpose of the tuition fees is to provide sound, long-term funding for education, enabling the School to guarantee continuity and quality development and to prepare for the coming school year. This allows the teachers, resources and accommodation to be deployed in the best way possible for pupils and parents.

The tuition fee for the Portuguese Mother Tongue programme for the school year 2017-2018 is **AED 6.900**. The fees include 2 hours per week tuition by a qualified teacher and the use of all necessary educational resources.

Payments

To be allowed to access the programme, the full amount of the invoice should be paid before the start of the first class or within 14 days of the invoice date. The bank details and IBAN number are stated in full on the invoice. For payment, please indicate the debtor number.

Parents must pay the full invoice amount, including registration costs. All costs related to the payment, including exchange and bank costs, are to be paid by the parents.

LanguageOne offers the possibility to pay in four instalments. Parents wishing to make use of this option will be charged an administration fee of AED 250 per student.

Term	Payment before	% of tuition fee	Administration fee
term 1	start of first class	40%	AED 100
term 2	1 December 2017	20%	AED 50
term 3	1 February 2018	20%	AED 50
term 4	1 April 2018	20%	AED 50

In case of payment by cheque, four duly dated cheques must be handed in before the start of the first class. The cheque for the deposit of 40% of tuition and administration fees, and registration fees which may be applicable, must be dated 10 September 2017 at the latest. The remaining three cheques, for payment of 20% of tuition and administration fees each, must be dated 1 December 2017, 1 February 2018 and 1 April 2018 at the latest.

Cancellation of classes

In the event of cancellation of classes due to unforeseen circumstances, the School will not refund or discount on tuition. If possible, the School will offer the option to make up this missed lesson.

Books

The books are loaned to the pupils for the duration of the course. In case of loss or damage at the end of the school year the books must be reimbursed to the school based on the purchase price.

Withdrawal

Pupils can only be withdrawn as of the first day of each month. The local director must be notified in writing **at least 10 working days in advance**. If these conditions have been met part of the school fees will be reimbursed (see below).

School fees at registration/withdrawal during the school year:

Registration by	% of fee to be paid	Withdrawal by	% of fee to be paid
1 September	100%	1 September	10%
1 October	100%	1 October	20%
1 November	90%	1 November	30%
1 December	80%	1 December	40%
1 January	70%	1 January	50%
1 February	60%	1 February	60%
1 March	50%	1 March	70%
1 April	40%	1 April	80%
1 May	30%	1 May	90%
1 June	10%	1 June	100%

Publication of photos and other visual material

The School may occasionally publish photos and other visual material on its website and Facebook page and/or use them for other School publications. If you do NOT want your child to appear in these publications we kindly request you to state this on the registration form.

Liability

In the case of damage by or as a result of actions of a pupil, the parents of the pupil in question are liable. The School will accept no liability.

Correspondence

We refer to our website www.languageone.org for more information about LanguageOne Dubai. You can send any correspondence on school matters to: portuguese.uae@languageone.org