



skylark

school of english

*your english...
our goal!*



Lessons Schedule

General English Semi Intensive – 20 lessons



General English Intensive – 30 lessons

1 lesson = 45 minutes

10 lessons = 7.5 hours

20 lessons = 15 hours

30 lessons = 22.5 hours

Seasons Dates

Low-Season: 1st January – 17th April,
30th October – 31st December

Mid-Season: 17th April – 19th June,
28th August – 30th October

High-Season: 19th June – 28th August

Group Course	Lessons per week	Price per week (1 - 7 weeks)	Price per week (8 - 20 weeks)	Price per week (21 weeks +)
General English Semi Intensive	20	€ 125	€ 115	All year round € 105
General English Intensive	30	€ 170	€ 160	€ 145

Supplements

Mid-Season:
+ € 20 per week

High-Season:
+ € 55 per week

Price Includes:

- All Course Material
- Skylark Certificate
- Skylark Student Report
- Free Internet Facilities
- Welcome Party (High-Season)
- Welcome Booklet
- Student Discount Card
- Free Mobile SIM Card
- Free VISA support service



Private Course	Class Size	Season	Price per lesson up to 10 lessons per week	Price per lesson 11 lessons or more per week
One to One General English	1	Low & Mid-Season High-Season	€ 22 € 26	€ 20 € 24
One to One Exam Classes	1	Low & Mid-Season High-Season	€ 26 € 32	€ 24 € 30
Two to One General English	2	Low & Mid-Season High-Season	€ 18 € 21	€ 15 € 18
Two to One Exam Classes	2	Low & Mid-Season High-Season	€ 21 € 25	€ 18 € 22
One to One English for specific purposes (eg. Business / Legal / Aviation / Medical)	1	Low & Mid-Season High-Season	€ 31 € 37	€ 29 € 35

Price Includes:

- All Course Material
- Skylark Certificate
- Skylark Student Report
- Free Internet Facilities

Student Apartments

Apartment Room Type	Price per week (1 - 7 weeks)	Price per week (8 - 20 weeks)	Price per week (21 weeks +)
Shared Twin Room	€ 125	€ 115	€ 95
Single Room	€ 180	€ 160	€ 145

Supplements

Mid-Season:
+ € 20 per week

High-Season:
+ € 55 per week

Private Bath Supplement: + € 50 per week
(subject to availability)

Student Apartments Include:

- Utility Bills – Water & Electricity
- Free WIFI in apartment
- TV Subscription
- Washing Machine
- Weekly Cleaning and change of bed linen

Student Apartments Notes:

- Minimum age: 18 years
- Extra nights are charged pro-rata
- Airport Transfers are compulsory when booking a student apartment
- Maximum walking distance from apartment to school is around 10 minutes

Host Families

Host Family Room Type	Half-Board Price per week	Full-Board Price per week
Shared Room	€ 160	€ 180
Single Room	€ 200	€ 230

Supplements

Mid-Season:
+ € 20 per week

High-Season:
+ € 55 per week

Private Bath Supplement: + € 50 per week
(subject to availability)

Christmas Supplement: + € 25 per week

Host Family Notes:

- Extra nights are charged pro-rata
- Maximum three students per shared room





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www.skylarkmalta.com

your english - our goal !

Summer Junior Programme

13 - 17 YEARS

Package includes:

- 20 lessons (15 hours) per week General English Course
- Host Family Accommodation – Shared Room, Full Board
- Excursion Packages include Skylark Group Leader, transport and entrances
- Airport Transfers

- Placement test on first day of course and all course material
- Welcome Pack
- Skylark Certificate
- Skylark Student Report
- Student Discount Card
- Local mobile Sim Card



Excursion Packages

2 week Excursion Package

- Weekly Welcome Party
- Valletta Tour + Malta 5D
- Paradise Bay Afternoon + BBQ
- Harbour Cruise
- Beach Visits
- Comino Cruise Full Day
- Evening Activity
- Mdina Including Mdina Dungeons
- Splash & Fun Aqua Park
- Malta National Aquarium
- Golden Bay Beach Visit + fun ride
- Mosta and Crafts Village
- Full Day Gozo Special Sightseeing Tour
- Malta Full-Day Tour

3 week Excursion Package

2 Week Junior Programme: € 999

3 Week Junior Programme: € 1 449

Summer Kids' Club

6 - 12 YEARS

- Running for 10 weeks in summer from the 19th June to 28th August 2016
- 20 lessons per week in a fun, creative and educational atmosphere
- 4 lessons every morning from 09:00 to 12:30
- Specially trained teachers and a wealth of educational resources

€ 150 per week





Established in 2004, **Skylark School of English** is a small / medium-sized school, family owned and family run, offering quality English language education in a safe and friendly, family environment.

Airport Transfers

One Way
(per student)

Two Way
(per student)

One student	€ 20	€ 40
2+ students on same flight	€ 16	€ 32

Insurance

When travelling to Malta for your study trip, we recommend that our students take out travel insurance for their peace of mind and the best level of protection. **Skylark School of English** has teamed up with **guard.me** - the world's largest insurance providers in international education. They are now also offering insurance policies specifically tailored for Skylark students.

If you would like to be covered for:

Personal Accidents, Cancellations, Medical Expenses,
Baggage, Overseas Legal Expenses, Liability and more visit:

<https://www.guard.me/skylark/>

guard.me[®]
Insuring Today to Ensure Tomorrow

General Information

Courses Start:	Every Monday (unless otherwise specified)
Course Days:	Monday – Friday
Class Size:	Maximum 7 in Low-Season, Maximum 10 in Mid and High-Season
Course Combinations:	All private tuition options can be combined with group courses
Seasons Dates:	Low-Season: 1st January – 17th April, 30th October – 31st December Mid-Season: 17th April – 19th June, 28th August – 30th October High-Season: 19th June – 28th August
Christmas Supplement:	Applicable from one week before and up to one week after feast date
Registration Fee:	€50
Terms & Conditions:	http://skylarkmalta.com/en/terms-and-conditions.htm

www.skylarkmalta.com

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skype: skylark_school

tel: +356 2131 6604



SkylarkMalta

designed by: HEXAGON
STUDIO

accredited by:



bildungsurlaub

PTC CENTRAL
Autonomous Test Centre

PEARSON



TERMS AND CONDITIONS

GENERAL

School Days:

The school is closed on the following public holidays; 01/01/16, 10/02/16, 25/03/16, 31/03/16, 07/06/16, 29/06/16, 15/08/16, 08/09/16, 21/09/16, 08/12/16, 13/12/16, 25/12/16. During the remaining days of the week, lessons are extended to make up for most of the lessons lost.

The school is closed for a Christmas break from the 26th to 30th December 2016, both dates included.

We have three different seasons; **Low-Season:** 1st January – 17th April, 30th October – 31st December, **Mid-Season:** 17th April – 19th June, 28th August – 30th October, **High-Season:** 19th June – 28th August.

Students' Behaviour:

We expect our students to be well-mannered and respectful towards the Skylark team, fellow students, host families, flatmates and the public in general. There shall be no possession and/or consumption of any illegal substances and/or alcohol, no damage to property or any behaviour that may endanger others. Abidance to local laws is of utmost importance.

Any student who acts in an untowardly manner may be expelled from the course and accommodation with no refund, and any extra costs incurred by the school will be charged to the student. The School reserves the right to expel and repatriate any student it deems to have exhibited unreasonable behaviour.

Student support:

If you are unhappy with anything in particular during your stay, it is extremely important to let the school staff know immediately. You can do this by either filling in the **Initial Feedback Form** that will be handed to you in the first week of your stay, or by speaking to any member of the staff at any time.

Any complaints received after a student's stay in Malta, will not be accepted if the problem was not reported.

Should you encounter any problem during your stay kindly contact the school on (+356) 21316604 during office hours. In case of an emergency please call (+356) 79207707.

Airport Transfers:

Airport transfers may be booked through the school. Transfers are compulsory when booking Student Apartment accommodation as keys will be handed over by our drivers.

Correct flight details must be received by no later than 7 days prior to arrival. Details should include arrival time, flight number and airport of origin. In case of an emergency kindly contact our transport service representative on (+356) 9943 4170.

Terms & Conditions:

This document entitled 'Terms and Conditions' is subject to minor changes that may be affected from time to time. A copy of this document is given to students upon booking. For the latest version kindly refer to the School website. The school advises students and representatives to consult with the School management when in doubt.

TUITION

Course Information:

- 1 lesson = 45 minutes
- Course days are Monday to Friday
- The minimum number of students in every class is 3.
- The maximum number of students in class during the Low-Season is 7; while during the Mid and High-Season is 10.
- The school does not exclude the possibility of using different premises with the same facilities for lessons during the High-Season.
- On your first day of school, please be sure to be at the school at 08:15 to sit for your placement test.
- Group courses cannot be converted into private tuition.

Reduction of Lessons:

Should a class of a particular level have less than 3 students, the reduced hours policy will come into effect and lesson times will be reduced as follows;

General English Semi Intensive – 20 lessons a week

If there is only 1 student at a particular level, lessons will be reduced to 10

If there are only 2 students at a particular level, lessons will be reduced to 15

General English Intensive – 30 lessons a week

If there is only 1 student at a particular level, lessons will be reduced to 15

If there are only 2 students at a particular level, lessons will be reduced to 20

Attendance and Absence:

Students are expected to be on time for their lessons and will not be allowed to enter the classroom if they are over 20 minutes late.

You are only allowed to be absent if you have been authorised to take a holiday or if you are unwell.

If you are unwell and cannot attend class, you must phone or inform the school before 9 am (+356 21316604). If you are unwell for 3 consecutive days or more, you need to provide a doctor's certificate. If you are sick for over a week and can provide a medical certificate – you may ask for a course extension.

If you are studying in Malta on a Student Visa then you MUST attend 80% of lessons. If you do not, we will not support you in any extension required on your stay and we will be obliged to inform the Immigration Department.

Certificate & Report:

All our students will receive a signed Certificate and a Student Report before their departure – provided that they have attended at least 80% of all their classes. If you have attended less than 80% (excluding authorised holiday and/or sickness) then you will not receive a Certificate but only a Student Report. No certificate will be issued to students that have been expelled from the school.

ACCOMMODATION Apartments

Booking Conditions: Students booking an apartment must be at least 18 years of age.

Students booking a shared room will be placed with other students of any nationality and of the same gender; however the apartments are a mix of both males and females.

Our apartments are strictly non-smoking, and students are expected to keep the flat clean and tidy at all times. You will be sharing the apartment with other people and it is important to respect your flat mates. Students are prohibited from inviting people into the apartments.

Garbage should be taken out according to instructions found in the apartment.

Use of electrical appliances, such as heaters for example, other than those supplied by the School are NOT allowed.

Please look after your key. In case it is lost, please inform the school immediately and it will be replaced at a charge. Any damages caused by the student must be paid in full.

The school is entitled to inspect the apartments whenever necessary and without any prior notice.

If a student decides to change his/her apartment without sufficient valid reason, a €50.00 charge will be applicable. This is subject to availability and other charges may apply.

Check-in & Check-out Times:

Check-in time at our apartments is 14:00, and check out time is 11:00. The school allows the common areas of the apartment to be used if a student is departing / arriving at a different time, however the bedrooms must be vacated. If a student wishes to have access to the bedroom, extra nights must be booked.

ACCOMMODATION Host Families

Booking Conditions: Should a student have any particular dietary needs, allergies, medical issues or any specific preferences, the school needs to be informed at the booking stage.

Skylark School of English reserves the right to change the accommodation address in case of any unforeseen circumstances. The students will be notified in time before arrival.

If a student decides to change his/her host family without sufficient valid reason, a €50.00 charge will be applicable. This is subject to availability and other charges may apply.

House Conditions:

Students booking a shared room will be placed with other students of any nationality and of the same gender; however the majority of our families host a mix of both males and females in different rooms.

Students are not permitted to use the kitchen; however you can store food in the host family's fridge. Always ask the host

family to show you where the best place to store your food would be. Beverages will only be provided during meal times.

Students are entitled to having their laundry done once a week.

Please ensure that host family keys are not lost. Should a student lose their host family house keys, fees for replacement of door locks will be incurred by the student.

Behaviour:

It is extremely important to respect the host family and abide by their rules. Communication is of utmost importance so always let the family know your plans for the day.

PAYMENT

Payments must be made in full 3 weeks prior to arrival date. In case of late bookings, payments must be made upon confirmation of booking by Skylark School of English.

All payments are to be done in Euro (€).

Payments can be made either by bank transfer where all bank charges are to be paid by the client, or by credit card where bank charges will be incurred by card holder (3% charge standard – subject to change depending on card type).

If payment is not done in time and as stipulated, Skylark School of English reserves the right to cancel booking.

CANCELLATION POLICY

- Any cancellations must be made up to 3 weeks prior to arrival. Students who cancel their booking in time will receive a full refund.
- Students who cancel their booking later than 3 weeks before the start date will receive a refund less a €250 cancellation fee.
- If a student does not show up, no fees will be refunded.
- No refunds are given once the student has commenced his/her course.
- Should a student decide to shorten their course, the school may, (at its discretion), offer a credit note that can be used up to a year after the original booked period.
- Please note that courses, accommodation and/or any credit note issued, will NOT be transferable to any other individual.

INSURANCE

We recommend that our students take out travel and health insurance when travelling to Malta. The school will not be held responsible or liable to cover any medical expenses or any travel related costs. Students' possessions remain the responsibility of the student at all times and the school or management may not be held responsible for any loss or theft of personal belongings.

If you would like to be covered for personal accidents, medical expenses and travel related matters we recommend you visit: www.guard.me/skylark

MINORS

The school must be provided with an emergency contact number for students under the age of 18.

A signed consent form must be provided for minors with their curfew clearly stipulated. Otherwise students will have to abide by the school curfew which is 22:00 for under 16s and 23:00 for students aged between 16-18. This is to be handed in together with the enrolment form upon booking.

VISA

Students must make sure that they are in possession of the required documents which allow them to enter Malta. We suggest that students visit the website for the Ministry of Home Affairs and Security - <http://homeaffairs.gov.mt/>. We offer free VISA support and will issue all the necessary documents once the invoice has been paid in full. Whilst we promise to support students at all times, the school cannot be held responsible for decisions taken by embassies or immigration authorities regarding entry VISA. Should the course and accommodation start dates be postponed due to delays in the VISA application process, the school cannot guarantee the original accommodation allocation. In the case that a VISA cannot be obtained the abovementioned Cancellation Policy will apply.

DATA PROTECTION

By submitting their information, students agree to the storage and use of the information by Skylark School of English. 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 local Data Protection Act.