



### BOOKING PROCEDURE

Minimum age is 18.

After receiving this form fully filled and the deposit fee, CIAL will confirm the booking and send any documents necessary for visa application.

When Private Home Accommodation is booked, a map with the location of both the accommodation and the schools will also be sent.

Students booking Private Home Accommodation must inform the hosts of the time of arrival or risk not being greeted on arrival.

### CHANGES OF PROGRAMME

If only one student is placed at a given level the course will be replaced as follows:

Group 3 lessons/day -> Individual 2 lessons/day + oriented study

Group + Workshop 5 lessons/day -> Individual 3 lessons/day + oriented study

### PAYMENTS

Full payment of courses and other services shall be done on the first day of lessons, in cash, by check drawn on a Portuguese bank or Visa/Mastercard. When paying by bank transfer, please send a copy of the Bank Transfer Form stating name of student, course dates and location.

### CANCELLATION FEES

Prior to 2 weeks of starting date: no cancellation fee

From 2 weeks to prior Friday : €150.00

No show/after arrival: 1 week of course + 1 week accommodation

**Important Notice: Group lessons missed cannot be recovered or refunded.**

### INSURANCE

CIAL will not accept any liability for loss, damage or injury of any kind, incurred in whatever way. Students are invited to take out comprehensive personal insurance (health and liability).

### PUBLIC HOLIDAYS 2012

CIAL schools are closed on the following public holidays:

February 21 / April 6 / April 25(\*) / May 1 / June 7 / June 13(\*) (Lisbon) / August 15 / September 7 (Faro) / October 5 / November 1 / December 25

No group lessons are held on these days.

Individual Courses will have lessons or these will be recovered.


(\*) All lessons will be held as usual on these days, so students don't miss more than one day of Group Course over a 4-week session.

### CIAL'S COURSE FEES INCLUDE

. Tuition . Assessment Test . Internet access . Text Book

. Grading and Final Tests . Audiovisual and multimedia facilities

. Audio CD . Certificate/Diploma . Cultural and Extra-Curricular Activities (except for dinners)



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and Read reviews of CIAL Centro de Linguas, Lisbon from former participants at  
[LanguageCourse.net](http://www.languagecourse.net)  
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