

Evening Classes

GSE offers evening English classes daily Monday to Friday from 18.30 until 20.00hrs. We offer a choice of General English classes, Business English classes and IELTS classes.

Evening Classes General English

10 lessons per week

€ 75 per week

(6 levels available)

Monday to Friday from 18.30 to 20.00 hrs

Evening Classes Business English

10 lessons per week

€ 90 per week

Monday to Friday from 18.30 to 20.00 hrs



Evening Classes IELTS Course

10 lessons per week

€ 100 per week

Monday to Friday from 18.30 to 20.00 hrs

Gateway School of English GSE Terms & Conditions for Direct Students

Registration

Please complete the registration form provided by Gateway School of English and return it by e-mail or use the online booking registration form on the Gateway School of English website. We will confirm your place on the course as well as your accommodation by sending you the Invoice. You are requested to make a deposit upon booking and prior to receiving the invoice from us. We can only guarantee places when a deposit has been received. Please send us an e-mail notification with your name and surname as soon as you make the deposit.

Visas: If you will be applying for a Visa to travel to Malta you are requested to make the deposit or full payment (some Embassies request the proof of full payment) upon sending the application form. We will send you your Letter of acceptance as soon as we receive your deposit or full payment (we will specify whether a deposit or full payment is required at enquiry stage). Should you be denied a Visa to travel to Malta we will refund you the full deposit/fees less the bank transfer charges and we will also charge an administration fee of Euro 150. All GSE prices include registration fees, admin fees and taxes however GSE will only charge an admin fee in case of Visa refusal. All information related to the booking of the course & accommodation, including flight details (flight number and time of arrival/departure), is to be received by Gateway School of English (GSE) not later than 2 days prior to arrival. Registration fees, taxes and all other fees are included in the price.

Payment of Fees

Fees less the deposit must be paid in full by bank transfer or by credit card online at least one week before arrival. The payment link for online credit card payments will be provided upon booking and will be sent to you by e-mail. Alternatively, if you wish, you can also make the payment in person on your first day of school, in cash or by credit card on the school's credit card machine (ePOS – Electronic Point of Sale). (Not applicable for students who require a Visa to travel to Malta or those who need to apply for a Visa after 90 days in the Schengen zone. In this case full payment is required prior to travelling to Malta). NON SEPA (non-European) payments made by credit card at school (not online) will incur a 3% charge. For payments made by bank transfer, all bank transfer charges are to be incurred by the student (you). Fees are quoted in EURO. Payment is to be made in Euro. GSE reserves the right to reject a student for tuition and accommodation if s/he fails to settle full payment upon the stipulated day.

Course Material Fee: All students are required to pay a course book fee of Euro 30 upon booking. This is equivalent to one book which is given to you on your first day of school.

Cancellation Policy

All cancellations must be made in writing and are subject to the following:

- There are no cancellation fees if the cancellation is received earlier than three weeks prior to arrival. When deposits or full fees are paid a credit note will be issued valid for 2 years from the date of issue. The student can use the credit note for courses and/or accommodation with GSE.
- In the case of cancellations made less than three weeks prior to arrival there is a cancellation fee of 50% of the tuition and accommodation fees.

Withdrawal Policy

No fees will be refunded for:

- any student terminating the course after arrival
- any student terminating the accommodation after arrival
- any student failing to attend classes or activities

Fees are not transferable.

Complaints

In the event of a dispute between an individual student and the School, procedures are in place to facilitate the resolution of the dispute. Any complaint should first be made to the GSE School Principal. Each complaint will be fully investigated. If the matter is not resolved, the student should complain in writing within the duration of the course, while the course is still in progress. GSE cannot be held liable for any complaint received after the student's departure.

Public Holidays

Lessons missed on public holidays which fall on weekdays will not be recovered on other days. Public holidays in Malta: 1st January, 10th February, 19th March, 31st March, Good Friday, 1st May, 7th June, 29th August, 15th September, 21st September, 8th December, 13th December, 25th December.

Class Level

All new students are required to take a GSE placement test. This may be taken online prior to arrival and will save you time on the first day as you will be placed in your level immediately, rather than having to do the test on your first day of school. Students will be placed in the appropriate level according to the result of the placement test. Should a result indicate that a student has a lower level of English, the School reserves the right to place the student in a class of a suitable level until a higher level is reached. The student is given the opportunity to discuss this matter with the Director of Studies whose decision will be final. Students may change their class level if this is agreed by the teacher and the Director of Studies.

Lessons Timetable

GSE uses a double banking system whereby lessons can be held either in the morning or in the afternoon. Morning lessons are held between 9am and 12:15pm, conversation classes as part of the Intensive English course are held between 1pm and 2:30pm, and

afternoon classes are held between 3pm and 6:15pm. Evening classes are held between 6:30pm and 8pm. GSE reserves the right to change lesson times and timetables at its discretion.

Holidays for long term students

Students booking a course of 8 weeks or more will be entitled to 1 week of holidays for every 4 weeks of courses booked. The holiday week/s can be spaced out and booked intermittently as long as the student sends an e-mail notification to the school at least 5 days before the first day of the holiday week. Holidays can only be taken from Monday to Friday (a full week). The number of weeks of holidays needs to be requested upon booking. If a request is not received, GSE will not amend the booking when the student is already in Malta.

Accommodation

GSE offers homestay and residence accommodation as well as other types of accommodation. GSE charges a damage deposit of Euro 50 upon check-in at the GSE adult residence. Accommodation cannot be cancelled after check-in and no refund will be given in the event that a student checks out or leaves the accommodation prior to the planned/expected departure date. In the case of homestay accommodation (host families), GSE must be notified of any food allergies and a special dietary supplement will be charged and needs to be paid upon booking. The host family has a right to refuse to provide for special dietary requirements if the school is not notified of the food allergy/intolerance upon booking. The majority of host families also charge a minimal fee for Wi-Fi (please check your host family details which are provided together with your booking confirmation). Students booking a shared room at a host family are placed in rooms with students of the same gender, similar age group and different nationality. Students booking with a family member or friend can request to be accommodated together. On rare occasions and due to unforeseen circumstances, it is possible for a student to be placed in a host family with one or more other students of the same nationality. This may be inevitable, in which case, students cannot request a change in host family.

Course Certificate

At the end of every course the student will be awarded a Certificate of Attendance stating the level of achievement and the duration of the course, provided that he/she attends at least 80% of the lessons.

Liability

GSE, its employees and its representatives are not liable for personal injury and/or loss of or damage to personal property on the school and residence premises, whether as a result of fire, burglary, theft or otherwise. This condition also applies to public and private places, including on school trips and excursions. Whilst GSE provides assistance to its students at all times, the school directors, management and staff will not be liable for decisions taken by the local authorities.

Conduct and discipline

In the case of expulsion from the School, GSE will immediately inform the relatives and/or agent concerned that the individual has been expelled. This may result in the individual's repatriation from Malta. In the case of proven criminal offence or flagrant misconduct, GSE reserves the right to expel any student. Students are expected to behave in an orderly manner during their stay. Any wilful damage to GSE property or personnel will be treated as gross misconduct. In the case of such misconduct the student and/or his/her parents or guardians will be held personally responsible for rectifying the damage caused and GSE reserves the right to expel the student. GSE school and residence buildings are located in a prestigious residential area and students are expected to maintain good relations with neighbours by behaving in an appropriate manner. Behaviour that impairs the comfort of other persons living in the same building or in neighbouring buildings may result in immediate expulsion. Possession and/or consumption of alcohol is strictly prohibited on GSE school and residence premises. Failure to comply may result in expulsion. In the case of expulsion no refund will be given. Repatriation will be at the full expense of the student and/or his/her parents or guardians. Smoking is permitted in all the open spaces of the GSE school/residence premises. Smoking indoors is not permitted and students are obliged to abide by this regulation.

Photography & Filming

Students may be filmed and photographed during classes and activities and photos and videos can be published on the school's social media sites. If you do not wish to be filmed or photographed please inform the person taking the film/photo.

Urgent Medical Attention

If costs are incurred by the school on behalf of a student requiring urgent medical attention in Malta, GSE reserves the right to be fully reimbursed immediately for such costs. If a student is known to be suffering from a serious medical condition or psychological disorder which was not disclosed upon enrolment, GSE reserves the right to terminate its services to the individual concerned, and to inform the Authorities of this termination. GSE will not, in such cases, be responsible for the cost of repatriation.

Medical and Personal Insurance

EU citizens are entitled to free healthcare and medical attention in Malta as long as they possess a European Health Insurance card, which can be obtained free of charge from their home country (within the EU) before travelling to Malta. Students travelling from outside the EU should arrange a personal and medical insurance. GSE also offers medical and travel insurance services for students coming from non-EU countries.

Force Majeure

GSE is not liable in the event where it is unable to fulfil any service to which it is contractually bound because of fire, natural disaster, unusual adverse weather conditions, acts of government, labour disputes or other reasons which are outside its control. These terms and conditions are applicable to direct students. If you are an agent please refer to the terms and conditions for agents as well as our agency agreement.

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All information & prices correct at time of printing. E&OE.



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