

## Online Intensive Course in Portuguese – Level A2 General terms and conditions

- 1. Absences are recorded from the official start date of the course, regardless of when the student begins attending.
- 2. Absences will only be considered justified upon submission of an official supporting document.
- 3. Students are required to attend at least 75% of classes to be eligible for course certification.
- 4. The number of justified absences may not exceed the number of classes attended.
- 5. Assessment is continuous and based on the following components: (i) coursework and activities completed throughout the course; (ii) a written comprehension and production test; and (iii) an oral comprehension and production test.
- 6. There is no resit period or opportunity to improve grades.
- 7. Payment is valid exclusively for the course edition in which the student is enrolled.
- 8. No refunds will be issued for any amount paid, except in the event that the course is cancelled due to not reaching the minimum required number of 9 participants.
- 9. If a student is unable to attend the course due to circumstances beyond their control, they may request a transfer of the paid amount to a future course, provided the request is submitted at least five (5) working days before the start date of the course. The request must be made in writing and accompanied by official documentation supporting the reason for absence. Only one transfer request is permitted.