



Institute of English Language Studies (IELS) Young Learner Rules & Information Sheet



I have read and discussed the following guidelines with my son/daughter and acknowledge that he/she has agreed to follow the Rules, Regulations and Policies of IELS and further agree that the staff of IELS reserve the right to issue warnings, require student to remain in his/her room, require student to remain in classroom after lessons, and even expel my child from the School in the event of any serious violation of rules or unacceptable behavior.

General Rules:

- Students must attend all allocated lessons and activities.
- Students must carry their IELS Student ID cards at ALL times. If lost, a replacement is at an extra charge.
- Students must wear their IELS designated wristband at ALL times. If lost, a replacement is at an extra charge.
- Students must be dressed appropriately for their school lessons.
- Students must be returning to their Accommodation right after IELS evening activity.
- No stealing, bullying, or any other unacceptable behavior is tolerated.
- Smoking is strictly forbidden throughout all IELS schools and residences.
- Students are **NOT ALLOWED** to consume **ALCOHOL** or **DRUGS**. The possession or consumption of alcohol or drugs will not be tolerated. Any substances found will be confiscated and action will be taken by IELS staff. This may result in immediate expulsion and the possible police intervention.
- Students younger than 18 years old are **NOT ALLOWED** to smoke **CIGARETTES**. Students over 18 must **NOT** smoke during activities or school times.
- Students must **NOT** carry knives, guns, or any other weapons.
- Students must **NOT** litter. All rubbish must be placed in bins.
- Students must respect their place of accommodation, be neat and tidy, and ensure that they keep noise to a minimum after 23.00 hours.
- Student who have accommodation with IELS are not allowed out unless on IELS organises activities.

Students must follow all additional IELS Rules & Regulations, as per their place of accommodation, and observe the local laws of Malta. IELS reserves the right to provide warnings to students, restrict them from attending activities, and in serious cases expel students, for any unacceptable behavior or lack of attendance. Misconduct will not be tolerated and no refund for the remainder of the course booked or accommodation will be provided. Repatriation will be at the student's own expense.

I understand that every effort will be made to provide a fun, educational and safe environment for my child to learn and practice English while enjoying the climate, traditions and culture of the Maltese islands.

In the case of an emergency, IELS should contact:

Parent's/Guardian's Full Name: _____

Relationship to Student: _____ Mobile Phone No: _____

Student's Name: _____

E-mail Address: _____

Parent's/Guardian's Signature: _____ Date: _____

Please send completed form directly to IELS Malta prior to student's arrival by email info@ielsmalta.com

For further information please refer to the "IELS Manual of Rules, Regulations and Procedures" document, available for download from our website <http://www.ielsmalta.com>

Should you have any further queries, please do not hesitate to contact us.

Telephone Number: (+356) 2132 0381 Email Address: info@ielsmalta.com

In case of **EMERGENCY** please call our designated 24/7 Emergency Number: (+356) 9942 9617