

RULES & REGULATIONS

Dear Student, please read carefully and follow below rules while staying with Europa School of English:

1. At school

- **Respecting other students:** Please do not bully or discriminate other students because of their look, gender, beliefs or sexual orientation. We do not accept this kind of behaviour, but we do promote tolerance and equality.
- **Attendance and punctuality:** All the lessons are mandatory. If your attendance is below 80%, the school reserves the right to withhold your certificate at the end of your study programme. Persistent lateness won't be tolerated. Lessons start at 9:30am sharp.
- **Mobiles:** The use of mobile telephones during lessons is not allowed. If you do not follow this rule, a teacher or a staff member may confiscate the mobile phone for the time that a lesson/activity last. IP/Europa is not liable for the loss or damage of mobile phones.
- **Notebooks/Tablets/Pocket PCs:** If teachers agree, you can use electronic devices during lessons to take notes or check information on the Internet.
- **Damages:** If you damage school properties – be aware that you might be charged for that.
- **Fire safety:** Fire doors cannot be blocked or left open. Setting off fire extinguishers will be treated as an act of vandalism and any damage caused by improper use of the fire extinguishers will be charged.
- **Fire Procedure:** In an event of a fire, leave all your belongings in the classroom and follow your teacher to the fire assembly point located in front of the school.
- **Theft:** Please take care of your belongings as we do not take responsibility for lost or stolen items. We will report all thefts to the Police immediately.

2. In your host family or in the residence

- **Curfew:** Students aged 16 and 17 years of age, who booked the adults programme are expected to be back at their accommodation by 11pm.
- **Noise:** From 11 pm onwards all activities must not be too noisy. Please respect the need for quiet of fellow students and residents living nearby.
- **Privacy:** The privacy of fellow students and staff has to be respected. Do not enter designated areas or rooms of fellow students without permission.
- **Rooms:** Twin or triple rooms can only be shared by students of the same sex. Students under the age of 18 can't be accommodated together with students aged 18 or older.
- **Damages/loss of keys:** IP will have to be reimbursed for all damages or loss of keys. In some cases, the damages may be covered by your insurance.
- **Theft:** Please take care of your belongings at all times as we do not take responsibility for lost or stolen items. We report all thefts to the police.

3. During your free time

- **Tattoos/Piercings:** Students under the age of 18 are not allowed to get tattoos or piercings during their stay.
- **Alcohol:** Students 16 and 17 years of age are not allowed to consume alcohol of any kind. In England the sale and consumption of alcoholic beverages is illegal for minors. Our language students aged 18 years and older are allowed to buy and consume alcohol in appropriate quantities and locations; however they must not distribute alcohol to minors.

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- **Smoking:** No smoking is allowed for students under 18 years old. Students over 18 years old may be allowed to smoke in our designated smoking areas; however, they must not distribute tobacco to minors.
- **Drugs:** Taking drugs or providing drugs to other students is strictly forbidden. If it happens, be aware that we will report it to the police immediately.
- **Weapons:** Carrying weapons of any kind (flick knives, pepper spray, etc.) is strictly forbidden. Apart from that, we do not offer or support any activities which include violence.
- **Swimming:** Please note, that swimming is not an activity organised by Europa School of English and we do not encourage it. If you do choose to go swimming then it would only be allowed on a supervised and lifeguarded beach/pool. You will not be allowed to go swimming if your parents have forbidden it.
- **Social Media:** Students are not allowed to post pictures and/or videos of other participants which may harm their reputation and/or violate their privacy. Please post responsibly.

Disrespecting our rules and regulations may have legal consequences.

Apart from that, we reserve the right to ban or suspend participants from the language holiday. IP/ESE will not cover any additional costs that may arise from a student's suspension. Should you have any complaints or want to report abusive behaviour, please feel free to talk to any member of staff. For more information on our complaints procedure and our policy on abusive behaviour please see:

[ESE Complaints Procedure.pdf \(internationalprojects.com\)](https://www.internationalprojects.com/ESE_Complaints_Procedure.pdf)