



The Linguaviva Centre Ltd.



Covid 19 Policies

Attendance (in relation to ILEP students)

Students attendance will continue to be calculated based on their attendance to online classes. We have raised numerous queries with the Department of Justice in relation to the following:

- Students who do not have a sufficient study space
- Students who have technical issues accessing the online classes
- Students who have had their timetable changed and the new timetable conflicts with their existing working timetable
- Students wishing to freeze their course

In all cases, the department has confirmed that students' attendance must be marked for the online classes. This is not what the school would like to do but unfortunately, we are under clear instructions from the department. Students currently in the country may not freeze their course as they must continue to meet the requirements for their permission to remain in the state.

Course and Cancellations

Students who have already started their course and decide to cancel their course will not be entitled to a refund. Courses are continuing with our Blended Online Learning provision. Students have two platforms where their course is running:

- Firstly, students have unlimited access to their level, tutorials and exercises through our digital hub: <https://linguaviva.learning.re/register> Students can undergo their exercises, self study and submit queries and homework to their teacher through this platform.
- Secondly to supplement the digital learning, students have virtual classes held over zoom every day. Timetables have been communicated to all students.

All students have had their individual links and registrations codes sent to their email addresses. We have also kept our social media updated daily to support our students.

Students who have returned home to their home country may freeze their course. Their course can be frozen for a period of up to 12 months from date of departure. Students returning to undertake the remainder of their course will need to ensure they themselves have the correct permission to enter and remain in the state to complete their studies. In order to freeze a course, students must provide us with a copy of their flight ticket, a copy of their physical boarding pass to their home country in addition to a copy of their passport entry stamp back in their home country. Upon receipt of the items listed, the course will be deemed frozen and immigration will be informed of their departure. Only ILEP students may freeze their course.

Social Programme and Welfare

Linguaviva has implemented a full social programme which we are communicating to all students via email and social media. Students are free to sign up to all activities running. We continue to communicate to our student body and have asked that any student experiencing difficulties of any kind to reach out to the school so that we may provide any support possible.

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