

**Payment Terms:**

1. A non-refundable Administration Fee of Euro 150 is required within five days of receipt of the invoice in order for Paragon Europe to start the work placement process, and secure the student’s accommodation.
2. Paragon Europe does not apply an Administration Fee to students carrying out an Internship of eight weeks or more. In such case Paragon Europe will deduct the Euro 150 already paid from the total amount upon settlement of the final invoice.
3. In case of cancellation and no-show Paragon Europe will retain the Euro 150 Administration Fee as a cancellation fee.
4. Full settlement of the total invoice is required by latest two months prior commencement of the internship.
5. Late submissions, late applications and late payments are subject to additional charges related to the Administration Fees and the Accommodation Rates.

Additional charges for last minute, late applications and late payments:

1. An extra charge of Euro 100 per application will apply for last minute, late applications and ate payments submitted later than 8 weeks before the expected arrival date.
2. Accommodation Rates are subject to change in case of late submissions, late applications and late payments. This is based on the type of accommodation offered, seasonality and availability.
3. The said charges are also highlighted in the Tariff Sheet.

**Cancellation Terms:**

Cancellations are to be communicated to Paragon Europe in writing. Verbal cancellations would not be accepted.

1. In case of cancellation after confirmation, Paragon Europe will retain the Euro 150 deposit paid (Administration Fee) as a cancellation fee.
2. In case of cancellation two months prior arrival, and in case of no-show, an additional cancellation fee equivalent to 14 nights’ stay will also apply.

**Accommodation:**

Paragon Europe provides accommodation in a shared Self-Catering Apartment, Host Family, Hotel, Hostel and/or Guest House. Special requests related to accommodation would be noted however can not be confirmed.

When accommodation in a self-catering apartment is not available, mainly in the case of last minute requests and submissions, then Paragon Europe will offer to provide alternative accommodation, such as in Host Family accommodation, a Hotel or Hostel. Prices, terms and conditions of the latter accommodation providers will be quoted accordingly.

Self-Catering Apartments:

Accommodation in a self-catering apartment consists of sharing a bedroom in a single bed with other internship students from different institutions and different nationalities. Allocation in shared self-catering apartments is done on a First Come First Served basis, and on Run Of House basis based on availability.. Students would be required to sign an Accommodation Agreement and pay a Damage Deposit fee of Euro 100 during the Welcome Meeting at Paragon Europe offices. This deposit is refunded in full prior departure unless penalties apply. In such case these would be automatically deducted from the said deposit.

Host Families:

When students stay at a host family they will enjoy a comfortable, clean home with a friendly atmosphere. All our host families have been interviewed. Students can be assured that the host family will make them feel welcome. Host families take great pride in assuring that bedrooms and bathrooms / showers facilities are clean at all times. Accommodation at a host family consists of sharing a bedroom in a single bed with other internship students of different nationalities.

Hotel, Hostel, Guesthouse Accommodation:

Paragon Europe enjoys an ongoing collaboration with the leading 3, 4 and 5 star hotels, hostels and guesthouses in Malta and enjoys preferential rates from most of these accommodation providers, which students can benefit from. Exact travel dates and full prepayment is required at time of booking in order for Paragon Europe to secure your accommodation. The establishments’ terms and conditions apply.

Paragon Europe reserves the right to offer or change the student’s type of accommodation without prior notice especially in the event of late or last minute applications and confirmations, and in case of late payments. The student would be notified of the accommodation provided prior arrival. Any variance to the invoice would be refunded or charged accordingly.

**Other Details:**

Paragon Europe will require the student’s flight details with the exact travel dates at least two months prior the expected arrival date in order for Paragon Europe to reserve the accommodation accordingly and to organize transportation from Malta International Airport to the accommodation.

One week prior to the student’s arrival to Malta Paragon Europe will send the student all the information, reconfirming the details related to the accommodation, work placement and the Welcome Meeting at Paragon Europe offices, together with other useful information.

**English Language programme course for 20 hours**

Since success in international business depends on high-quality skills, fluency, effective communication, and accuracy of language, an English course is necessary! During this course, students improve their fluency and confidence when speaking about business topics while improving their general level of English. This course covers a comprehensive range of topics where participants are expected to take an active role so as to maximise their use of English. It aims to develop the students' ability to discuss and debate effectively in English while increasing the students' comprehension of business texts. Students also develop core skills which are deemed necessary in the business world. Special attention is also given to pronunciation, stresses, and intonation. Topics covered in the course include Business Terminology & Expressions; Developing Telephone Skills; Formal & Informal Writing; and Reading and Analysing Business Texts. Lessons focus on various business areas which are accessible and motivating for both present and future workers and which help students improve professional language. Lessons encompass the promotion of products where students are to come up with an effective campaign to advertise their product and must give a presentation on it while answering the rest of the students' questions on the said product; and the importance of market branding, and case studies on major chains such as Starbucks, McDonalds, and Body Shop are also examined. Readings are specifically chosen to boost students’ vocabulary and are selected to motivate and interest students, while specific needs of students are also addressed. Students will have an additional opportunity to practise their English throughout their stay in Malta and are also given the opportunity to give presentations on their internships in Malta.

The English language course consists of 20-hour sessions over a period of one week, which can be organised during the day, or evening classes for students who opt to study English after work.