

Welcome to the **NSTS Campus Residence**

We at **NSTS**, want you to have a fruitful and pleasant stay. NSTS representatives are on site 24hrs a day.

Should you have any queries during your stay, you should talk to us immediately. We are here to support you and offer assistance in anything you need. You are given a student satisfaction report, which you are to complete after a few days of your arrival.

During your stay at the Campus Residence you are to practice the following:

1. Tidiness of room

You are responsible to keep your room, including the bathroom in proper order after use. Your room has been inspected and found to be appropriately furnished and clean before your arrival. You are sharing a room with others and must respect their wishes as to the room tidiness.

Rooms are cleaned once (1) a week and bathrooms are cleaned twice (2) a week throughout your stay. You must keep the bathroom clean and tidy after use. You are responsible to clean the rooms that are messed up through improper behaviour.

Keep your room, bathroom and common areas clean, orderly and tidy. Respect the needs of the other students sharing your room; do not use beds laid out for new arrivals. You are not allowed to swap beds and rooms without obtaining permission from NSTS. Should this happen you are given a warning, and a charge of € 10.00 shall be deducted from your deposit.

Bed linen is changed and washed once (1) per week. Fresh towels are supplied twice (2) a week. The use of towels supplied is restricted to the room. No towels are to be removed from the room or used as bath mats.

2. Furniture

No furniture is to be removed from the room. Corridors are to be left free of furniture for safety and security reasons.

3. Keys

You are given a key-card to your room on arrival. Lost keys are replaced at a charge of € 10.00.

4. Personal belongings

You should keep your personal belongings including passport, flight ticket and monies, stored and locked inside your luggage.

5. NSTS documents

You are to take care of the documents supplied in the welcome pack, such as the NSTS Student Card and Map. These documents are not transferable to other students and should be stored in a safe place.

You are to carry the NSTS Privilege Card at all times. This card will be requested to attend NSTS events. On arrival you are given a wrist band. It is very important that you wear it at all times. Damaged wrist-bands are replaced at no charge. Lost wrist bands will be replaced at a charge of € 5.00.

6. Maintenance

Upon arrival and throughout your stay, you are to report any defects you may notice in your room immediately to reception. The maintenance personnel will duly come to your room in order to carry out repairs in the shortest possible time.

7. Alcohol

No alcohol and other material deemed to constitute a hazard is allowed at Campus Residence. Items found in your possession will result in immediate confiscation and a warning will be issued.

8. Smoking

If you are under 16 years of age you are not permitted to smoke cigarettes. Smoking is not allowed around the following areas at the Campus Residence: Rooms / Bathrooms / Dining areas / Reception / Meeting Rooms / Leisure Room and any other areas indicated with 'No Smoking' signs. If you are caught smoking around these areas, we shall confiscate the cigarettes and issue a warning.

9. Breakfast, Lunch & Dinner:

	Monday to Friday	Sunday
Breakfast	07.45 - 09.00hrs	08.15 - 10.00hrs
Lunch		12.30 - 13.30hrs
Dinner	18.00hrs - 20.00hrs	18.00 - 20.00hrs

10. Internet Charges

Internet Service is available at ground floor level and is FREE OF CHARGE.

11. School times

School lesson timetable is as follows, on 5 days per week. Refer to your weekly programme for any changes:

Lesson 1	09.30 - 10.15
Lesson 2	10.15 - 11.00
Break	11.00 - 11.30
Lesson 3	11.30 - 12.15
Lesson 4	12.15 - 13.00

** To note: Some students are entitled to 5 extra individual lessons. Speak to your teacher for a complete timetable.*

12. Behaviour

You are to maintain proper behavior at all times and respect your fellow students. Should you however misbehave, you are given a warning/s. We shall inform your travel agent and parents, and if deemed necessary send you home immediately. NSTS will not be held responsible to refund your stay, and for any travel arrangements and extra expenses you might incur.

13. Your Safety (Curfew Times)

You are to remember and observe the return time in the evening that applies to your age group, as indicated below:

For ages of 8 to 13 years (Kids Camp)
For ages of 14 and 15 years
For ages of 16 and 17 years

You are NOT allowed to be on your own away from the Residence
On free evenings to be at the residence by 23.00hrs latest
On free evenings to be at the residence by 01.00hrs latest

When you go out in the evenings you are to sign-out and write the time. When you return, you are to sign-in and write the time of your return.

These are the latest permitted times of return to the Bella Vista Hotel in the evenings and you are to strictly adhere to them. Should you fail to respect these times, you are given a warning. When you are accompanied by NSTS Animateurs or your Group Leaders on scheduled activities, the above curfew times do not apply.

Go to your bedrooms by latest 01.15hrs and Lights Out at 01.30hrs

14. Security

Adequate security-personnel are provided throughout to ensure overall safety and well being.

15. Vacating your Room on Departure

You are required to vacate your room by not later than 11.00hrs and to return your key to the Reception desk. Your belongings will be kept in store in the Reception area until you depart. Shower facilities can still be made use of, as necessary, until the time of your departure

16. Social & Leisure Programme

You must attend ALL included activities. Optional activities are against payment, and you may wish to join such events. The weekly programme is available in your welcome pack or handed out to you on a weekly basis. Further information, or changes to the programme will be communicated through the NSTS main notice-board.

For weekend optional Full Day events, you are to pay at least two days in advance, such that NSTS may order your packed lunch, instead of the usual sit-down lunch.

17. Malicious Breakages

Campus Residence makes all possible efforts to maintain furniture and facilities in good order. It remains your sole responsibility to care for and protect all property and you are not to cause any damage. You are thus asked to pay a deposit fee of € 50.00 on arrival. Should you cause malicious damage, then you are to inform your group leader and Customer Care personnel. The cost of such damages you cause will be deducted from your deposit.

18. Locking Rooms

You are to lock your room every time you leave your room. For security reasons, guests and friends are not allowed in your room. You are to socialise on Residence grounds, inside the Leisure Room or by the pool. NSTS and Campus Residence are not responsible for lost or stolen items. It is entirely your responsibility to care for your valuables and belongings.

19. Pool Times

The Campus Residence pool can be used daily between 08.00hrs and 22.45hrs.

**Kindly follow all regulations to enjoy a pleasant stay
in Malta, with NSTS Campus Residence.**