ALQUIMIA-LAB SCHOOL
INTERNAL REGULATIONS – ACADEMIC YEAR 2026/2027

1. SCHOOL CALENDAR

1st Term: September 1, 2026, to December 15, 2026.

Christmas Break: December 16, 2026, to January 3, 2027.

2nd Term: January 4, 2027, to March 19, 2027.

Carnival Break: February 8, 9, and 10, 2027.

Easter Break: March 22, 2027, to April 2, 2027.

3rd Term: April 5, 2027, to July 31, 2027.

Summer Holidays: The school is closed for holidays during the month of August 2027.

2. SCHEDULES

Morning (Mon to Fri): 10:00 AM to 1:00 PM.

Afternoon (Mon to Thu): 2:30 PM to 5:30 PM.

After-Hours (Mon and Tue): 6:00 PM to 9:00 PM.

Saturdays: 9:00 AM to 1:00 PM.

3. FEES AND PAYMENT CONDITIONS (2026/2027)

Registration: 130 euros (one-time payment upon enrollment).

Monthlypayment:

1x per week (3 hours weekly): 110.00 euros

2x per week (6 hours weekly): 170.00 euros

3x per week (9 hours weekly): 220.00 euros

4x per week (12 hours weekly): 260.00 euros

5x per week (15 hours weekly): 300.00 euros

1x per week (3 hours weekly afterworkhours): 120.00 euros

2x per week (6 hours weekly afterworkhours): 190.00 euros

Saturdays (4 hours weekly): 170.00 euros

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Payment Rules:

Deadline: Payment must be made by **the 8th of each month**, without exception.

Late Payments: Subject to a fine of **2 euros per day** and suspension of attendance until the situation is regularized.

August Fee: The 12 months are paid in full. All students attending until July with unfinished training must pay the August fee.

Banking Details: Cash or transfer to ***Solheiro Vilas Boas Lda*** **(IBAN: PT50 0036 0188 9910 0048 5060 4).**

4. ABSENCES AND MAKE-UP CLASSES

Changes: Changes to the monthly plan must be communicated by the end of the previous month (except during festive seasons and July/August).

Make-ups: Maximum of **60 days** to make up for absences, subject to scheduling and mandatory approval by the management (Carla Solheiro). **Requires fees to be up to date**.

Restrictions: Holidays and school breaks are not recoverable. Saturday and After-hours classes are exclusive to students enrolled in those specific times. Requests for swaps/make-ups must be made during school hours, in person or via text message.

5. LOGISTICS AND CONDUCT

Materials: The student is responsible for bringing saws, sandpaper, drill bits and, if necessary, solder, silver, gold, and stones.

Maintenance: Cleaning the workbench and shared tools is the student's responsibility.

Protocol: Arrival 5 minutes before class; cleanup 5 minutes before the end. Remaining at the school during intervals between classes is prohibited.

6. MANUAL AND PEDAGOGICAL PROGRAM

The program includes basic and advanced techniques, design, and marketing. The manual must be filled out by the student with technical notes and diagrams. Manuals remain at the school and are handed over at the end of the course. Content is the property of Alquimia-Lab School.

CONTACTS FOR MAKE-UPS AND INQUIRIES

Text Messages: **914593571**| Email: **alquimia.lab@gmail.com**

DECLARATION

I declare that I have read and agree to the 2026/2027 Alquimia-Lab Regulations.

Student: _____

Date: ____ / ____ / 202__ **Signature:** _____

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