

I have lost the student 's code and/or password, what shall I do to recover this data?

Access the platform at <http://epe.instituto-camoes.pt/> and click on: "Para recuperação de credenciais, clique aqui " (click here to recover your credentials).

What is the student's EPE code?

It is a unique code, generated automatically when you enrol, together with a password. It is used to identify the student on the EPE network.

If I decide to withdraw from enrolment after I have paid the fee, can I have my money back?

The amount you have paid for the fee will be returned provided you have requested this by the end of the first month after classes start.

Which courses incur in no payment of fees?

In general, courses integrated into the curriculum of respective education systems are exempt.

How can I prove I am unemployed?

As soon as possible you must upload your proof, a document issued by your local authority or Job Centre, onto the platform, or send it to the Coordenação de Ensino of your country of residence, with the student's EPE code and full name.

How can I prove I am a single parent?

Making proof of a copy of a declaration from the Finance Department (HR Revenue), stating the situation of single parent.

How can I prove I have more than one son attending EPE classes?

When filling the form, you should add the EPE code and the name of your other son(s).

What happens if the class or timetable allocated to my child is such that he can't attend the course?

The amount of the fee paid can be returned if

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**ENROLLMENT / RENEWING
THE ENROLLMENT
2018/2019**

TEACHING PORTUGUESE ABROAD

A LANGUAGE FOR THE WORLD

requested by one of the student's parents during the first 30 days of Portuguese classes.

What is the minimum number necessary to form a class / group?

There must be a minimum of 12 students before a class can proceed.

Can I pay in instalments?

No, you must pay all the fees upfront.

Can I enroll later?

No, classes, their location and teachers' timetables for the 2017/2018 academic year will be decided upon the result of this process, so you cannot enrol later.

Can I do the enrolment on paper?

Yes, you can. You can hand the application form to the teacher of your child. You can also post it to the Portuguese Education Department in London. You must attach the proof of payment of the fee to the application form.

What are the language levels?

Levels A1, A2, B1, B2 and C1 are defined in the Quadro de Referência para o Ensino Português no Estrangeiro (QuAREPE), The Framework of Reference for Portuguese Teaching Abroad and indicate what students are able to do in different contexts of language use.

How do I know which level is appropriate for enrolling my child?

Ask your child's teacher for some advice, if you are renewing his/her enrolment, or check the standard requirements available in the Common Framework of Reference to teach Portuguese Abroad, available in the site www.insitu-to-camoes.pt.

Is my personal data safe?

The information gathered are only used to the database for the students enrolled in the EPE to allow the making of groups/classes and statistics. Camões, IP assures the participants that will be stored safely, having registered this collection process with the Portuguese Data Collection Authority.

What is EPE?

EPE, Ensino Português no Estrangeiro (The teaching of Portuguese Abroad) is a special form of education, which aims to establish and promote the Portuguese language throughout the world, in addition to providing education in the Portuguese language and culture.

What is EPE enrollment?

It is the process that will give access to the Extracurricular Portuguese Language and Culture Courses (as a “parallel system of teaching”), organized by or having the support of Camões, IP’s EPE network. This is done preferably online.

Who is it intended for?

In the academic year 2018/19 enrolment is for existing or prospective students wishing to attend the extracurricular Portuguese Language and Culture Courses (as a “parallel system of teaching”) organized by or having the support of Camões, IP’s EPE network.

When will it take place?

Renewal period: From the 15th of February to the 15th of April 2018
New enrolments: From the 1st of March to the 15th of April 2018

Where can I enroll?

To renew the existing enrollment for next year, please inform the teacher of your child of your intention. New enrollments are done online that you enrol online, using the platform created by Camões, IP for this purpose at <http://epe.instituto-camoes.pt/>.

What is the online platform?

It is a platform developed by Camões, IP to provide support to the EPE network which can be accessed at <http://epe.instituto-camoes.pt/>. By enrolling the student online, you will be able to:

- Check summaries of lessons;
- Check the student’s individual register;
- Check the student’s individual assessments.

How can I enrol?

Renewing the enrolment online (done by the teacher) Ask the teacher of your child the renewal form and the EPE enrolment number. Pay the annual fee and return a copy of the payment to the teacher of your child.
New enrolment online, go to: <http://epe.instituto-camoes.pt/inscricao> and make sure if there is any previous enrolment. Next, fill in the form and submit it. Access credentials will then be generated by the system - username and password. Keep those safely as you will need them every time you will want to log in. **Make the payment of the fee using as reference the epe400....** (8 numbers sequence) and the first name of your child. Send it all to the Portuguese Education Department so that the process of enrollment can be completed.

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How much is the fee?

The annual fee is of **92,16€**, as determined in the article 2 of the Order 102/2013, of the 11th March (consular exchange rate for February 2018). Fees are due for attending the After school classes of Portuguese Language and Culture, organized by Camões, IP. In some cases, particularly socio-economic, which will be treated individually, reduced fees may be payable. This will apply to families with more than one child, with members of the household unemployed and to students from the associated schools. To benefit you must make proof of the situation that is to be considered.

Both parent unemployed	18,43€ per student
One of the parents unemployed	55,30€ per student
Parents with two children enrolled	73,73€ per student
Parents with 3 or more enrolled students	69,12€ per student
Single Parent	73,73€ per student

Required documentation for fee reduction: Job Seekers Allowance or Council Tax or Housing Benefit or P45.

What does the payment of the fee entitle you to?

The payment of the fee entitles you to receive the school textbook and to enrol your child(s) for the EPE Learning Certification Exam.

How to pay?

Bank transfer or bank deposit. The Parent makes a bank transfer to the Portuguese Education Department, using as reference the EPE code / enrollment number (EPE400...). Next, he/she submits the copy of the proof of payment either by:

- (i) accessing the online platform of enrolment, with the credentials he/she got when he enrolled the student, uploads the document / proof of payment of the fee and supplies the extra information that will enable to identify the transfer made to the student it refers (name and EPE number);
- (ii) posting the proof of payment to the Portuguese Education Department;
- (iii) handing in the proof of payment to his/her child’s Portuguese Teacher.

Coordenação de Ensino no Reino Unido Barclays

Sort Code: 20 69 15

Account number 70201634

Reference epe400.... + first name of your child