

BRASAS POLICY - PORTUGUESE FOR FOREIGNERS : IN PERSON CLASSES | September 2025

BRASAS METHOD – PORTUGUESE FOR FOREIGNERS

The Portuguese for Foreigners course was created in 2014 and has always aimed at efficient and rapid teaching of Brazilian Portuguese, using the BRASAS methodology developed by George P. Zinovetz and the materials written by Eleonora Zinovetz.

Portuguese is used exclusively from the first day of class. All new teachers undergo our Training Program, where they learn to apply our methodology. BRASAS maintains strict quality control of its teachers, with constant supervision from the pedagogical coordination team and systematic training through workshops and seminars.

Our classes are dynamic and relaxed, always emphasizing structured conversation. Grammar is taught naturally, not as an end in itself, but as a communicative element, ensuring that students speak appropriately and correctly. We use a wide variety of activities and explore everyday situations.

BRASAS MATERIAL

All teaching materials are exclusive, created by BRASAS, and undergo frequent pedagogical review and constant updates. BRASAS provides e-books and print books.

The teaching material adopted by BRASAS is essential for students to follow classes adequately and is protected under Copyright Law No. 9.610/98.

- **Digital books** - The books and support materials will be available on a platform accessed through a username and password, valid only during the course. Access does not permit reproduction of the content by printing or exporting in any format (such as PDF or Word), nor does it allow access after the course ends.

WHAT THE STUDENT CAN DO ALONE IS NOT DONE IN CLASS

In-Class Time: 50% | **Audio Practice:** 25% | **Homework:** 25%

STUDENT CONDUCT

For the proper achievement of the course objectives, the student must necessarily perform the following activities:

STUDENT DUTIES

- Attend the class at the scheduled time and remain for the full duration. Be actively engaged and participate audibly throughout the lesson. Be prepared to speak clearly and loudly when asked for individual participation."
- Behave respectfully during classes and be properly dressed.
- **Attention:** Recording or sharing classes in whole or in part, whether in audio or video format, is strictly prohibited. BRASAS will take legal measures to protect its intellectual property and teachers' rights.
- Complete all homework assignments and listen to the audios.
- Speak only in Portuguese during class.
- Inform the teacher if experiencing difficulties keeping up with the class.
- Present payment receipts whenever requested. Keep all contact information (address, phone number, and email) updated, including when financial responsibility changes.
- Settle any outstanding debts from previous periods before officially leaving the course.

DURING CLASS

- **Repetition:** Exercises for articulation, fixation of basic structures, pronunciation, and intonation.
- **Substitution:** The bridge between repetition and conscious communication.
- **Questions:** Based on material already assimilated through repetition, substitution, or reading.
- **Dialogues:** Simple and creative, expanding the repertoire of commonly used expressions.
- **Corrections:** Always oral, with repetition and explanation.
- **Conversation:** Oral development that encourages reasoning in Portuguese. Free conversation is used only when students have already mastered the necessary structures, in order to avoid reinforcing mistakes.
- **Pronunciation and Intonation:** Teachers use natural pronunciation, rhythm, intonation, and speed.
- **Video:** Used to enrich learning and provide contact with Portuguese.
- **BRASAS Slides:** Interactive presentations used to dynamically teach content.

OUTSIDE THE CLASSROOM

What is expected of the student to complement classroom learning:

- Visual organization of material orally presented in class.

- Grammar rules for comparative study.
- Reading texts at home, with comprehension discussed in class.
- A list of new words with definitions and examples (in Portuguese).
- Related groups of ideas or objects.
- Summaries and outlines of presented material.
- Written exercises.
- Watching programs and videos with Portuguese subtitles.

BRASAS STUDENT CODE OF CONDUCT

At BRASAS, we are committed to offering an open, safe, and friendly environment to learn and practice Portuguese. To ensure the best possible learning experience, we ask students to follow the conduct rules below.

- **Treat everyone with respect:** At BRASAS, you will meet teachers and students from around the world, with different religions, cultures, and values. Please treat everyone with kindness, respect, and consideration for differences. We have a zero-tolerance policy for discrimination based on race, culture, religion, physical appearance, or sexual orientation.
- **Dress appropriately:** Our dress code is similar to any in-person school or college. Casual clothing is fine, but students must be fully dressed.
- **Religion, politics, and controversial topics:** Some teacher-student relationships may be open enough for discussions on religion, politics, or other sensitive topics. However, if the conversation becomes negative or offensive, please change the subject.
- **Do not offer or accept external services:** BRASAS is a dedicated environment for learning Portuguese. To keep it safe and professional, do not promote or accept external services. Payments, gifts, or tips must not be offered or requested.

BRASAS AUDIO TRACKS

The audio tracks are an integral part of our method, which enables:

- Individualized learning.
- Development of comprehension, training students to understand different voices, accents, and regional variations.
- Improvement of pronunciation and intonation through individual repetition, at increasing speeds, with natural contractions and omissions typical of spoken Portuguese.
- Repetition of selected passages as often as necessary.

The audios were recorded by native Brazilian Portuguese speakers, incorporating the natural rhythm of the language and reflecting everyday situations.

It is recommended to listen to the audios as often as possible to increase students' fluency and confidence. Audios can be accessed within the digital books.

Listen and repeat each audio orally at least three times.

BRASAS DUTIES

- Evaluate new students and place them in the appropriate level.
- Start and end classes on time.
- Hire fluent, competent, and well-prepared teachers.
- Teach exclusively in Portuguese and encourage the use of Portuguese inside and outside the classroom.
- Uniformly apply the BRASAS methodology.
- Monitor each student's progress individually and reclassify when necessary.
- Prevent behaviors that may disturb the class.

CLASS RECORDINGS BY BRASAS

Students expressly acknowledge that classes may be recorded by BRASAS, consenting in advance to the capture of their image and voice. Recordings are strictly for pedagogical purposes, allowing students to review classes until the end of the current module.

OPENING AND RELOCATION OF CLASSES

New classes may open at any time of the year when enrollment reaches the minimum required for didactic and economic viability.

- The minimum is 5 paying students per class. As long as this number is maintained, BRASAS will keep the class at its original time. If the number falls below 5, students may be relocated to other classes, if available.

The obligation to continue classes is reciprocal.

- 12 consecutive monthly installments per year, including holidays, vacations, and breaks."

ADMINISTRATIVE ROUTINES

- **Tuition:** Each student pays 12 consecutive monthly installments per year, including holidays, vacations, and breaks. Payment is due regardless of attendance. Charges are made by recurring credit cards on the same day as the first payment. Enrollment renewal is automatic. To discontinue, the student must notify BRASAS via official service channels before the next scheduled payment.
- **Payments:** Tuition is paid exclusively by credit card in a subscription model. The monthly charge occurs automatically and does not affect the total card limit, only the monthly limit. Subscription options: monthly (no discount), semi-annual (5% discount), or annual (8% discount), according to the current price table.
- **Semi-annual or Annual Plans:**
 - **Semi-annual:** Six consecutive monthly installments (including holidays, vacations, and breaks), with a 5% discount.
 - **Annual:** Twelve consecutive monthly installments (including holidays, vacations, and breaks), with a 8% discount.
- **Important:** Cancellation or transfer requests for classes or modalities may be subject to a contractual fee. Please review the loyalty clause in the Terms and Conditions before subscribing.
- **Cancellations:** BRASAS may suspend or cancel enrollment for non-payment, preventing access to online classes until the overdue balance and applicable charges are settled.
- **Refunds:** Payments are refundable only if BRASAS is unable to start the class for internal reasons and the student does not wish to transfer to another schedule.
- **Vacations:** Individual student vacations will result in reallocation to another class; however, continuity at the same lesson stage and the same schedule cannot be guaranteed."
- **Course interruptions:** Students must request cancellation before the next scheduled payment by email and filling out the official cancellation form. Outstanding debts must be settled. Students returning after less than three months must pay tuition for the period missed. Absence longer than three months requires a new placement test.
Example: a student who cancels in November and returns in February must pay tuition for December and January.
- **Holidays:** BRASAS observes both national and local holidays.

CERTIFICATE AND COMMUNICATION

Students authorize the electronic sending of promotional, academic, and financial materials, as well as other notices necessary for communication between the parties.

COURSE DURATION

- **Placement:** Students undergo a free evaluation test. Beginners, however, are not required to take the placement test. After placement, the frequency of studies is chosen, and tuition varies accordingly.
- **Duration:** The Basic level includes 40 lessons, and the Intermediate level includes 45 lessons. The pace of the course depends on the group's progress, as lessons may be extended until the teacher feels the content has been mastered. The total duration of the course will vary according to the students' progress.
- **Price adjustment:** Prices are subject to adjustment due to teacher wage agreements and operational costs.
- **Vacations:** BRASAS Online teachers have 23 collective vacation days (between December and January) and 7 days in the last week of July.

SPECIAL DISCOUNTS

- **FAMILY DISCOUNT*:** Check with your branch office for information about available family discounts.
- **CORPORATE AND SCHOOL PLANS*:** Learn about the possibility of obtaining discounts for you and your friends. We have partnerships with several companies and educational institutions that may grant discounts on tuition for our regular courses.
- **PROMOTIONAL CLASSES*:** In promotional classes, the highest applicable discount will prevail.
- **SEMESTER OR ANNUAL PLANS:**
BRASAS ON-SITE students, regardless of weekly class frequency, who choose the semester or annual plan and pay by credit card, agreeing to pay:
 - **SEMESTER PLAN:** 6 (six) consecutive monthly payments, starting on the date of enrollment, with a 5% discount on the total tuition amount, according to the current price list.

Each student pays 6 consecutive monthly installments per semester, which include holidays, vacation periods, and breaks.
 - **ANNUAL PLAN:** 12 (twelve) consecutive monthly payments, starting on the date of enrollment, with an 8% discount on the total tuition amount, according to the current price list.

Each student pays 12 consecutive monthly installments per year, which include holidays, vacation periods, and breaks.

Important: Cancellation or requests for class or course type transfers (group or individual) may result in a penalty fee due to breach of the agreement between the parties.

Please refer to the Loyalty Clause in the Terms and Conditions for adherence to the Semester or Annual Plan.

THE DISCOUNT IS A BENEFIT GRANTED NOT ONLY THROUGH SPECIAL PLANS OR PARTNERSHIPS, BUT ALSO AS A RESULT OF TIMELY PAYMENTS — THAT IS, PAYMENTS MADE BY THE DUE DATE. BRASAS RESERVES THE RIGHT TO REVIEW AND SUSPEND THE DISCOUNT BENEFIT IN CASE OF LATE OR OUTSTANDING PAYMENTS.

*If a student qualifies for more than one discount, they must choose the most advantageous one. Discounts cannot be combined.

SPECIAL PROMOTIONS will be announced on our website or at the branch offices.

PLACEMENT TEST

- Placement Test: Students will take a free evaluation. Course fees will vary based on class frequency and format (private or group).

DURATION

- The Basic level includes 40 lessons, and the Intermediate level includes 45 lessons. The pace of the course depends on the group's progress, as lessons may be extended until the teacher feels the content has been mastered. The total duration of the course will vary according to the students' progress.
- Classes will be held twice a week and will last one hour.

PRICE ADJUSTMENT

Prices are subject to adjustment due to teacher wage agreements and operational costs.

- **CARD PAYMENTS:** Tuition and material fees can be paid not only via bank slip (boleto), but also by credit or debit card, according to the current tables available at the unit's front desk (secretaria). We will not accept check payments at BRASAS units.