

## **BRASAS ONLINE POLICY**

### **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.

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### **BRASAS MATERIAL**

All teaching materials are exclusive, created by BRASAS, and undergo frequent pedagogical review and constant updates. 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.

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

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### **BRASAS ONLINE**

To ensure distance learning with the same quality and methodology as the face-to-face course, BRASAS ONLINE was developed. It consists of videoconference classes, videos, slides, reading materials, and exercises.

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### **STUDENT CONDUCT**

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

## STUDENT DUTIES

- Connect at the scheduled class time and attend the class in full, always with the camera on, allowing both image and audio to be visible. **Important:** Microphones should remain off during group repetitions and on during individual participation. If only one student is present, the microphone must remain on at all times.
- 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.
- Request, in writing (online@brasas.com), the cancellation (withdrawal) of the module or transfer to another schedule.
- Settle any outstanding debts from previous periods before officially leaving the course.

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## DURING THE ONLINE 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.
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## OUTSIDE THE ONLINE 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.
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## BRASAS ONLINE STUDENT CODE OF CONDUCT

At BRASAS Online, 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 Online, 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.
- **Participate from a quiet place:** Whenever possible, attend BRASAS Online classes in a quiet environment without excessive noise or interruptions. Your login and password are personal and non-transferable. BRASAS Online is exclusively for you.
- **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.
- **Always ask permission before sharing recordings or videos:** You may review the recording of your class, which will be available from your teacher until the end of the week. Homework and other assignments will be posted in your Google Classroom. You may also share your experience on social media, but only after receiving permission from your teacher and/or classmates who appear in the video. Unauthorized sharing may result in a request to remove the video.
- **No alcoholic beverages during classes:** Consuming alcohol during classes is prohibited. Since BRASAS Online is a learning environment, please also avoid smoking, eating, or chewing gum.
- **Do not share external contacts:** For your privacy and security, BRASAS Online asks that you do not share external contact details (Facebook, Skype, WhatsApp, Instagram, WeChat, etc.). Use Google Meet and Google Classroom for safe communication.
- **Do not offer or accept external services:** BRASAS Online 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.
- **Cameras on :** During online classes, students are required to keep their cameras on so that the teacher can observe how they articulate words. Having cameras on also fosters better interaction, increases focus, and helps create a more engaging learning environment.

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## 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.**

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## **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.
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## **MINIMUM TECHNICAL REQUIREMENTS**

To participate in classes, students must have:

- A broadband connection with at least 1Mb/s download and upload speed, or a stable 4G connection.

- Equipment with camera, microphone, and speakers.
- A compatible data plan to support online activities.

**Note:** BRASAS is not responsible for technical problems such as internet instability or malfunction of the student's equipment.

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## 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.

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## 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."*
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## 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 card 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 (email: [online@brasas.com](mailto:online@brasas.com)).
- **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 (8% discount), or annual (12% discount), according to the current price table.

- **Semi-annual or Annual Plans:**

- *Semi-annual:* Six consecutive monthly installments (including holidays, vacations, and breaks), with an 8% discount.
- *Annual:* Twelve consecutive monthly installments (including holidays, vacations, and breaks), with a 12% 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 emailing [online@brasas.com](mailto:online@brasas.com) 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 national holidays in Brazil. Classes continue as normal on local holidays.

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## 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.

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## 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.
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