

Adult Programmes

Course Dates & Fees

2017
Age: 16+

General & Business English Courses

Course Name	Lessons per week	1-2 weeks	3 weeks	4 weeks	5-11 weeks	12-23 weeks	24+ weeks	Course Start Date
General English Standard (GE20)	20 lessons of 60 mins	€265 per week	€250 per week	€245 per week	€235 per week	€230 per week	€190 per week	Every Monday*
General English Intensive (GE25)	25 lessons of 60 mins	€315 per week	€310 per week	€300 per week	€295 per week	€285 per week	€260 per week	Every Monday*
Business English (GE20 + 5 hours Business English)	25 lessons of 60 mins	€315 per week	€310 per week	€300 per week	€295 per week	€285 per week	€260 per week	Every Monday*
Young at Heart Programme for over 50's	20 lessons of 60 mins	1 week €265	2 weeks €530					12th June 17th July 18th Sept 27th Nov

* Beginners course starts first Monday of every month

Exam Preparation Courses

		4 weeks	8 weeks	10 weeks	12 weeks	Course Start Dates	Exam Dates	Exam Fees
Cambridge Exam Courses								
Cambridge First Certificate Exam Preparation (FCE)	20 lessons of 60 minutes	€980	€1,980	€2,340	€2,760	3rd Jan (10 wks) 13th Mar (12 wks) 3rd July (4 wks) 3rd July (8 wks) 31st July (4 wks) 18th Sept (12 wks)	10th March 3rd June 27th July 24th August 24th August 9th December	€165
Cambridge Advanced Exam Preparation (CAE)	20 lessons of 60 minutes	€980	€1,980	€2,340	€2,760	3rd Jan (10 wks) 20th Mar (12 wks) 26th June (4 wks) 3rd July (8 wks) 31st July (4 wks) 18th Sept (12 wks)	11th March 7th June 20th July 25th August 25th August 9th December	€175
Cambridge Proficiency Exam Preparation (CPE)	20 lessons of 60 minutes	-	-	-	€2,760	11th Sept (12 wks)	2nd December	€190
IELTS Exam Courses								
Combination IELTS Course	20 hours General English + 5 hours IELTS preparation per week	4 weeks €1,235				3rd Jan 6th Feb 6th Mar 3rd Apr 2nd May 6th June 3rd July 8th Aug 4th Sept 2nd Oct 6th Nov	Exam dates are available monthly in Dublin. Students are responsible for booking their own exam in advance of arrival. To book your exam visit ieltsdublin.com	€195
Full Time IELTS Course	20 hours IELTS preparation per week	4-11 weeks €245 per week	12-23 weeks €230 per week	24+ weeks €190 per week				€195

REGISTRATION FEE OF €70 - Please note we charge a registration fee on all bookings
COURSE BOOK/MATERIALS FEE OF €40 - This will appear on your invoice

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International House
Dublin

Adult Programmes

Course Dates & Fees

2017
Age: 16+

Combination Courses

Course Name	Lessons per week	1-2 weeks	3 weeks	4 weeks	5-11 weeks	12-23 weeks	24+ weeks	Course Start Date
General English Standard + 5 hours Individual Tuition	25 lessons of 60 min	€565 per week	€550 per week	€545 per week	€540 per week	€535 per week	€490 per week	Every Monday
General English Standard + 10 hours Individual Tuition	30 lessons of 60 mins	€865 per week	€850 per week	€845 per week	€840 per week	€835 per week	€790 per week	Every Monday

Executive / One-to-One Tuition

15 lessons	15 lessons of 60 minutes	€975 per week	Every Monday
20 lessons	20 lessons of 60 minutes	€1,295 per week	Every Monday
30 lessons	30 lessons of 60 minutes	€1,875 per week	Every Monday

Additional Fees

Registration Fee	€70	Please note we charge a registration fee on all bookings
Internship Placement Fee	from €350	Combines a minimum 4 week English Course + a minimum 4 week Internship
Individual Tuition	€80 per hour	
Arrival Airport Transfer Fee	€80	Departure airport transfer also available on request
Insurance for less than 90 days	€65	
Insurance for up to 1 year	€130	

Teacher Training Courses

	Lessons per week	Duration	Price	Course Start Dates
Teachers' Refresher Course for non-native Teachers	25 lessons of 60 minutes	2 weeks	€850	3rd July, 17th July, 31st July
Cambridge CELTA Course	Full-time	4 weeks	€1,495	Beginning of every month except December. See www.ihdublin.com for exact dates.
CELTA Assessment			€160	
Registration Fee			€70	Please note we charge a registration fee on all bookings
Course Materials			€50	We charge €50 for all teacher training course materials

Accommodation

Homestay Accommodation	Sept-June	July-August	Extra Nights	Arrival Days
Homestay Single Room Half-Board	€195 per week	€225 per week	€30	Saturday or Sunday
Homestay Single Room B&B	€155 per week	€180 per week	€25	Saturday or Sunday
Homestay Twin Room sharing Half-Board	€175 per person travelling together, per week	€205 per person travelling together, per week	€28 per person	Saturday or Sunday
Homestay Twin Room sharing B&B	€135 per person travelling together, per week	€160 per person travelling together, per week	€23 per person	Saturday or Sunday
Supplement for Private Bathroom	€45 per week	€50 per week		Saturday or Sunday

Please note there is a supplement of €50 per week for students who have specific dietary requirements, such as a coeliac or lactose free diet

Self-catering Apartments	Sept-June	July-August	Extra Nights	Arrival / Departure Days
Single Room in Shared Apartment	€230 per week	€250 per week	n/a	Sunday only
Studio Apartment (Single Occupancy)	€275 per week	€295 per week	n/a	Sunday only
Twin/Double Occupancy Apartment	€210 per person travelling together, per week	€230 per person travelling together, per week	n/a	Sunday only

ACCOMMODATION BOOKING FEE OF €65 - Applies to all accommodation booked with IH Dublin

REGISTRATION FEE OF €70 - Please note we charge a registration fee on all bookings

COURSE BOOK/MATERIALS FEE OF €40 - This will appear on your invoice

Terms and Conditions for Adult Courses 2017

2017

1. Minimum Age

Minimum age for our adult school is 16.

2. Lessons

Each lesson lasts 60 minutes.

3. Fees

Fees include tuition, welcome pack, student handbook, wi-fi, use of computers, placement test and end of course certificate.

Fees do not include exam fees, lunch, private insurance and bank charges.

A registration fee of €70 is applicable on all courses. All students must pay €40 for their course book. This is included in the first invoice.

4. Airport Transfers

We can arrange for you to be met at Dublin Airport and taken to your accommodation. The cost of this service is €80.

5. IH Dublin Calendar

The school will be closed on the following public holidays:

- Christmas Holidays 2016:
17th December 2016 - 1st January 2017
- Christmas Holidays 2017:
16th - 31st December 2017
- Bank Holiday -
Monday 2nd January 2017 (school re-opens Tuesday 3rd January)
- St. Patrick's Day - Friday 17th March 2017
- Easter Monday - 17th April 2017

No lessons will be held on the above days.

There is no reduction in fees when a course is booked over a public holiday and lessons are not compensated for.

There is an Orientation Day on the following public holidays (including testing and a tour of the city centre):

- Monday 1st May
- Monday 5th June
- Monday 7th August
- Monday 30th October

6. Beginner Lessons

IH Dublin runs lessons for Beginner level students from the first Monday of each month. If there are not enough participants on the course, the school will offer alternatives to the students following the below guidelines:

- 1 student - 5 hours of private tuition
- 2 students - 10 hours of private tuition
- 3 students - 15 hours of private tuition
- 4 students - 20 hours of group tuition

7. Accommodation

All accommodation bookings made with IH Dublin are subject to an accommodation booking fee of €65.

Homestay Accommodation

- Homestay accommodation is based on a 7 night stay, beginning from Saturday or Sunday.

- Options include half-board Monday-Friday and full board at weekends, OR breakfast only.
Breakfast only option means no access to the kitchen after breakfast time. Students must make arrangements for dinner outside the home.
- Homestays are located in suburbs of Dublin, with public transport access and an average commute of 30-45 minutes (which can vary at peak times).
- There is a supplement of €50 per week for students who require special diets.

Self-Catering Apartments (no meals included).

- Self-catering apartment accommodation is based on a 7 night stay. Students must arrive and depart on Sundays only.
- We endeavour to mix student nationalities as much as possible, but we do not guarantee only one student of each nationality in each apartment.

Accommodation during Christmas

- Students can stay at their homestay (where the family has agreed), for an extra cost of €50 per week.
- Students can stay in the self-catering apartments at no extra charge.

8. Insurance

All students are advised to take out private medical and travel insurance. This is available to purchase from IH Dublin (see pricelist). EU citizens should travel to Dublin with their European Health Insurance Card (E111) to cover public medical care.

9. Visas

Non-EU citizens should contact their local Irish Embassy or visit the Immigration Service website www.inis.gov.ie for visa requirements.

10. Deposit and Payment

- A non-refundable deposit of 20% is required at time of booking, to secure your place on the programme.
- The balance is due a minimum of 2 weeks before arrival.

Payment can be made by:

- i. Credit Card (all major cards accepted)
- ii. Bank Transfer to the following account:
Account Name: ICON International Ltd.
Account Number: 73187072
Bank: Ulster Bank Ltd., College Green, Dublin 2.
Sorting Code: 98-50-10
SWIFT/BIC Code: ULSBIE2D
IBAN: IE03ULSB98501073187072

Please note:

- Bank charges are not included in the fees and must be paid by the sender.

- Payment is due two weeks before the course start date.
- Please state the student's name, number and invoice number on bank transfers.

11. Cancellation Policy

- If a student wishes to cancel their homestay booking, they must give 1 week's notice to the Accommodation Department.
- If a student wishes to cancel an apartment booked through IH Dublin, they must give four weeks' notice to the Accommodation Department.
- If a course is cancelled, the non-refundable deposit is retained.
- If homestay accommodation is cancelled less than 14 days before arrival date, one week's accommodation fee will be charged.
- No course refunds can be made after a course has started.

Please note that all cancellations must be sent to us in writing (by post or e-mail)

11.1 Cancellation / Amendments - Students requiring Visas

- Bookings for students who require visas are placed as provisional until copy of Visa is received.
- If an amendment occurs because of a visa delay/refusal less than 5 working days before arrival date, accommodation fees will apply.
- If a cancellation occurs because of a visa refusal, the registration fee of €70 will be charged. In the case of a visa refusal, the refund will be processed when the official letter of refusal from the Embassy is sent to IH Dublin.

12. Refunds

No refunds can be made after a course has started. In the case of illness, students may ask for their course to be postponed to a later date. In this case, the school will require a medical certificate. A course cannot be carried over to the next calendar year. All courses are non-transferrable. For any refunds made, please note:

- If payment is received from an agent, refunds are made directly to the agent.
- If payment is received from a student, refunds are made directly to the student.

13. Attendance Policy - Long Term Students

Work and Study students must adhere to attendance policies. Students who do not meet the attendance criteria (85%) get 3 informal warnings and one formal warning about their low attendance, before the GNIB is informed and the expulsion process is considered. There are no refunds for students who are expelled.

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Price List 2018

Contents

Our Adult Courses	4
Our Teacher Training Courses	5
Our Junior Programmes	5
Our Group Programmes	6
Our High School Programme	6
Our Accommodation	7
Our Course Dates and Information	8
Our Terms and Conditions	10

Adult Courses (16+ years)

Course	Number of weeks	Price	Dates
Standard General English <i>20 hours per week, group lessons</i>	1 - 4	€260 per week	Every Monday*
	5 - 11	€250 per week	
	12 - 24	€230 per week	
	24+	€190 per week	
Intensive General English <i>25 hours per week, group lessons</i>	1 - 4	€300 per week	Every Monday*
	5 - 11	€290 per week	
	12 - 24	€280 per week	
	24+	€260 per week	
Combined <i>20 hours per week, group lessons & 5 hours per week, individual tuition</i>	1 - 4	€560 per week	Every Monday*
	5 - 11	€550 per week	
	12 - 24	€530 per week	
	24+	€490 per week	
Combined <i>20 hours per week, group lessons & 10 hours per week, individual tuition</i>	1 - 4	€900 per week	Every Monday*
	5 - 11	€890 per week	
	12 - 24	€880 per week	
	24+	€860 per week	
First Certificate Exam <i>20 hours per week, group lessons</i>	4	€980	For specific course and exam dates, please see page 8.
	8	€1980	
	10	€2340	
	12	€2760	
Cambridge Advanced Exam <i>20 hours per week, group lessons</i>	4	€980	For specific course and exam dates, please see page 8.
	8	€1980	
	10	€2340	
	12	€2760	
Cambridge Proficiency Exam <i>20 hours per week, group lessons</i>	12	€2760	
Full Time IELTS <i>20 hours per week, group lessons</i>	4 - 11	€245 per week	Every Monday*
	12 - 24	€230 per week	
	24+	€190 per week	
Combined General English and IELTS <i>25 hours per week, group lessons</i>	4	€1235	First Monday of every month*
Combined General English and TOEIC <i>25 hours per week, group lessons</i>	4	€1235	For specific course and exam dates, please see page 8.
Business English <i>25 hours per week, group lessons</i>	1 - 4	€300 per week	Every Monday*
	5 - 11	€290 per week	
	12 - 24	€280 per week	
	24+	€260 per week	
One-to-One and Executive <i>Individual lessons</i>	15 lessons	€950	Every Monday*
	20 lessons	€1250	
	30 lessons	€1800	
	Per hour	€65	
English and Internship <i>4+ week course & 4 weeks - 6 months internship</i>	Course fee Placement fee	Varies €450	Every Monday*
Young at Heart	1	€280	For specific course dates, please see page 8.
	2	€550	

There is a course registration fee of €70 and a course materials fee of €40 for all adult course bookings.

*Except for public holidays. Please see page 8 for the school's holiday dates.

Teacher Training Courses (18+ years)

Course	Number of weeks	Price	Dates	Details
Full Time CELTA	4	€1850	For specific course dates, please see page 9	Includes lessons, course materials, registration and assessment fee.
Part Time / Online CELTA	15	€1895		
Distance DELTA	2	€720		Includes lessons, course materials and registration fee.
Junior Certificate in TEFL	5 days	€400		
Refresher <i>For non-native teachers</i>	2	€790		

Junior Programmes (9 - 16 years)

Course	Number of weeks	Price per week	Dates	Details
Wesley College, Dublin				
Homestay <i>15 hours per week, group lessons</i>	1 - 5	€700	25 th June - 27 th July	Includes lessons, activities and full board homestay accommodation.
Residential <i>15 hours per week, group lessons</i>	1 - 5	€850	25 th June - 27 th July	Includes lessons, activities and full board on-campus boarding accommodation.
University College Cork, Cork				
Homestay <i>15 hours per week, group lessons</i>	1 - 5	€680	25 th June - 27 th July	Includes lessons, activities and full board homestay accommodation.
Residential <i>15 hours per week, group lessons</i>	1 - 5	€800	25 th June - 27 th July	Includes lessons, activities and full board on-campus boarding accommodation.
Young Adult <i>(16 - 18 years) 20 hours per week, group lessons</i>	1 - 11	€760	18 th June - 31 st August	Includes lessons, activities, full board homestay accommodation and a LEAP Travel Card.
<i>25 hours per week, group lessons</i>		€810		
Family <i>(for children aged 3+, for parents of all ages!) 15 hours per week, group lessons</i>	1 - 4	Child: €515	2 nd - 27 th July	Includes lessons and half board homestay accommodation.
		Child: €615		Includes lessons, activities and half board homestay accommodation.
		Parent: €525		Includes lessons and half board homestay accommodation

All the above junior programme prices include registration, course materials and are on a full board basis, including a hot lunch in the school canteen from Monday to Friday*.

*On excursion days, junior students are given a packed lunch by their homestay.

Junior Programmes (Continued)

Optional Extra Activities (For Dublin junior students only)	Price
Golf Lessons	€210
Horse Riding Lessons	€180
Water Sports	€180
Tennis Lessons	€180

All the above optional extra activity prices are based on 2 x 2 hour sessions per week in an offsite location.

Group Programmes (9+ years)

For group pricing and programmes, please contact the Sales and Marketing Team at marketing@ihdublin.com.

High School Programme (12 - 18 years)

Public Schools (For EU students only)

Period	NETT Price	Recommended Gross Price	Contingency Fund
Academic Year	€11,640	€13,790	€1,200
September - December	€6,830	€7,845	€700
January - End of year	€7,700	€8,900	€1,000
January - Easter	€5,960	€6,620	€500
Easter - End of year	Prices available on request		

All the above public high school prices include registration, full board homestay accommodation, full guardianship, arrival and departure airport transfers.

Private Schools (For all students)

Private School pricing ranges from €14,000 nett / €16,000 gross, to €27,000 nett / €29,000 gross per academic year. Please see our Private School price list for full details.

Accommodation (16+ years)

Type	Price per week September - June	Price per week July - August
Homestay (16+ years)		
Single room, half board	€200	€230
Single room, bed and breakfast	€160	€190
Twin room, half board	€180 per person	€210
Twin room, bed and breakfast	€150 per person	€180
Private bathroom supplement	€45	€50
Special diet supplement	€30	€30
Apartment (18+ years)		
Classic – Archway Court Single room, shared apartment	€240	€260
Premium – Dorset Point Single en-suite room, shared apartment	€290	€300
Studio – Charleston Road Single occupancy	€295	€310
Studio – Charleston Road Twin / double occupancy	€215 per person	€235 per person

There is an accommodation placement fee of €60 for all accommodation bookings.

Optional Extras

Arrival Airport Transfer	€70
Return Airport Transfer	€120
Medical Insurance (up to 3 months, for non-EU students only)	€65
Medical Insurance (up to 8 months, for non-EU students only)	€130
Travel and Medical Insurance (up to 5 weeks, for junior EU students only)	€40

Course Dates and Information

Our following Adult Courses are available all year:

General English
Combination
Business English
Individual and Executive
English and Internship

Classes are held from Monday to Friday. Students can start the above courses on any Monday, subject to availability.

Please note that complete beginners can only start their course on the following dates, subject to availability:

2nd January
5th February
5th March
3rd April
8th May
5th June
2nd July
7th August
3rd September
1st October
5th November
3rd December

We will be closed on the following public holidays:

1st January
19th March
2nd April
7th May
4th June
6th August
29th October
24th December 2018 to 4th January 2019

In the case of public holidays occurring on a Monday, students will begin their course with us on the Tuesday of that week. Public holidays are non-refundable.

Our course and exam dates below, are based on provisional Cambridge exam dates, at the time of publishing. Please check the exact dates with us, before making final travel arrangements. The Cambridge exam fees are not included in the course prices.

First Certificate Exam (FCE)

Course Dates:	Exam Dates:
8 nd January - 16 th March	16 th March
20 th March - 8 th June	9 th June
2 nd - 28 th July	26 th July
2 nd July - 24 th August	23 rd August
30 th July - 24 th August	23 rd August
24 th September - 14 th December	15 th December

Exam Fee = €165

Cambridge Advanced Exam (CAE)

Course Dates:	Exam Dates:
15 th January - 23 rd March	24 th March
26 th March - 15 th June	13 th June
2 nd - 27 th July	25 th July
2 nd July - 24 th August	23 rd August
17 th September - 7 th December	8 th December

Exam Fee = €175

Cambridge Proficiency Exam (CPE)

Course Dates:	Exam Dates:
17 th September - 7 th December	6 th December

Exam Fee = €190

Combined General English and TOEIC

Course Dates:
5 th February - 2 nd March
8 th May - 1 st June
7 th - 31 st August
5 th - 30 st November

Our Young at Heart Programme is available on the below dates:

23rd April, 11th June, 16th July, 17th September, 19th November

Our Teacher Training Courses are available on the below dates:

Full Time CELTA

8th January - 2nd February
5th February - 2nd March
5th - 30th March
9th April - 4th May
8th May - 1st June
5th - 29th June
9th July - 3rd August
13th August - 7th September
17th September - 12th October
15th October - 9th November
19th November - 14th December

Part Time / Online CELTA

12th February - 27th May
3rd September - 14th December

Distance DELTA

March / April
August / September

Junior Certificate in TEFL

12th - 16th February
26th - 30th March
25th - 29th June

Teacher Refresher

2nd - 13th July
16th - 27th July
7th - 17th August

Our Junior Programmes are available on the below dates:

Wesley College, Dublin Homestay and Residential

25th June - 27th July

University College Cork Homestay and Residential

25th June - 27th July

Young Adult Programme Homestay

18th June - 31st August

Family Programme

2nd - 27th July

Contact Details

Admissions: enrol@ihdublin.com
Accommodation: homestay@ihdublin.com
Marketing: marketing@ihdublin.com
General: info@ihdublin.com

Terms and Conditions

Booking a Course

Individuals

To book a course, students must complete an application form and send it to us by email or post. Students can also book online via our website: www.ihdublin.com

Groups

For group bookings, we must receive a completed International House Dublin group booking form at least 5 weeks before arrival date.

Payment

Individuals

A non-refundable deposit of 20% is required from all students, at time of booking. The remaining balance due must then be paid at least 2 weeks before arrival.

Payments can be made by:

- Credit card (all major cards accepted)
- Bank transfer in EURO (€). Please see bank details below:

Account Name: ICON International Ltd.
Account Number: 73187072
Bank: Ulster Bank Ltd., College Green, Dublin 2.
Sorting Code: 98-50-10
SWIFT/BIC Code: ULSBIE2D
IBAN: IE03ULSB98501073187072

Each student's name and invoice number must be stated on all bank transfers. Please note that bank charges are not included in our prices and must be paid by the sender.

All details will only be confirmed, once we have received proof of full payment.

Groups

A non-refundable deposit of 20% is required from all groups at time of booking. The remaining balance due must then be paid at least 2 weeks before arrival.

All details will only be confirmed, once we have received proof of full payment.

Fees

All of our prices include lessons, welcome pack, student handbook, Wi-Fi, use of our computers, placement test and end of course certificate. Adult students are also offered a free walking orientation tour of Dublin city, on their first day.

There is a registration fee of €70 and course materials fee of €40 for all adult course bookings. Both these fees are already included in the Teacher, Junior and High School package prices.

Lessons

Each lesson is 60 minutes.

Accommodation

All individual accommodation prices per week, are based on a 7-night stay. There is a placement fee of €60 for all adult student accommodation bookings.

Refunds will not be given for early departure. Extra nights in homestay are possible, subject to availability and an additional charge. Students wishing to extend their accommodation should check availability with us well in advance of completion of their initial stay.

Accommodation details will only be sent once we have received proof of full payment.

A refundable deposit for our apartment accommodation is charged on the student's first day. This deposit will only be refunded if there has been no damage caused.

Any damage caused by a student to our homestay or apartment accommodation, will be charged to the student or students responsible. We reserve the right to charge the student for any exceptional cleaning required.

Any special dietary requirements, such as gluten-free, vegan or dairy-free diets, will be subject to a supplement of €30 per week for homestay accommodation. All our student apartments are self-catering, with no meals included.

Check-in to and check-out of our homestay accommodation is on Saturdays or Sundays.

Check-in to and check-out of our apartment accommodation is strictly on Sundays only.

Students should check with our Admissions Team before booking flights.

Our homestays are all located in the suburbs of Dublin, with public transport access and an average commute time of 30-45 minutes. Please note that this can vary at peak times.

Homestays will not provide house keys to students under 18.

Students under 18 must adhere to our curfews.

Airport Transfers

Flight details should be sent to us at least 7 days prior to arrival. For students booking an airport transfer, we need the flight number and arrival time. Unless accompanied by an adult, students under the age of 18 must book and pay for transfers on arrival and departure. Missed transfers are non-refundable.

Cancellation

All cancellations must be sent to us in writing (by post or e-mail.)

Course

For all cancellations received in writing at least 14 days prior to arrival, a full refund will be given minus the non-refundable deposit.

For cancellations received in writing within 7 - 13 days of arrival, 50% of the course fees will be refunded.

For cancellations of less than 7 days, no refund is given.

No refund will be given after arrival date.

In the case of illness, students may ask for their course to be postponed to a later date and must present us with a medical certificate. A course cannot be carried over to the next calendar year. All courses are non-transferrable.

Accommodation

For all homestay cancellations received in writing at least 14 days prior to arrival, a full refund will be given minus the non-refundable deposit.

For all apartment cancellations received in writing at least 4 weeks prior to arrival, a full refund will be given minus the non-refundable accommodation placement fee.

Visa Students

Bookings for students who require visas are placed as provisional until proof of the visa is received.

If an amendment occurs because of a visa delay/refusal less than 5 working days before arrival date, 1 week's accommodation fees will apply.

In the case of a visa refusal, a full refund will be given minus the course registration fee of €70. The refund will only be processed when we receive the official letter of refusal from the Embassy.

Refunds

For any refunds made, please note:

- If payment is received from an agent, the refund is made directly to the agent.
- If payment is received from a student, the refund is made directly to the student.

Public and School Holidays

In the case of public holidays occurring on a Monday, new students will begin their course with us on the Tuesday of that week. These new students will have their level test and orientation on the Tuesday morning. These new students will be compensated with 2 additional hours tuition on the Friday afternoon of the same week.

Public holidays are non-refundable. Please see page 8 for a full list of all 2018 public and school holidays.

Beginner Lessons

Please note that complete beginners can only start their course on fixed dates. Please see page 4 for a list of these dates.

If there are not enough participants on the course, we will offer alternatives to the students following the below guidelines:

- 1 student – 5 hours of shared tuition
- 2 students – 10 hours of shared tuition
- 3 students – 15 hours of shared tuition
- 4 students – 20 hours of shared tuition

Insurance

All students should obtain appropriate medical and travel insurance, before arrival into Ireland. International House Dublin can arrange medical insurance for students, upon request.

Students from the EU should travel with their European Health Insurance Card (E111) card. This will allow students to access medical care in Ireland.

Visa Students

All non-EEA students should contact their local Irish Embassy, or visit the Immigration Service website www.inis.gov.ie to check their visa requirements.

All non-EEA students registered for courses over 12 weeks in length, are obliged to register, pay for and sit an approved English language exam. An exam fee of €150 is required at time of booking, for all non-EEA students who will remain in Ireland for over 90 days.

Junior Students

For all students under the age of 18, parents/guardians must accept the school rules and Terms & Conditions, prior to receiving the booking confirmation. The parents/guardians must also complete and sign our consent forms and return them to us, with the enrolment form.

Group Leaders

Group Leaders are expected to be present in the school at all times when their students are in the building. They should supervise their students when they are not in class, including break times and lunch times.

Group Leaders are expected to attend all group activities.

Group Leaders should have the phone number of all their students. All the students should have their Group Leader's phone number. Group Leaders are required to provide us with a phone number contactable in Ireland.

If a student is ill at any time, Group Leaders should accompany them to the doctor. Any costs incurred are the responsibility of the Group Leader / Agency / students' parents. We will not be responsible for doctor's visits or costs incurred.

Discipline

If a student's behaviour or conduct is unsatisfactory, they will be subject to our disciplinary procedures. A serious breach of conduct may result in expulsion. In the event of expulsion, fees will not be refunded. Additional charges for flights and other costs will not be covered by us and are the responsibility of the student or, in the case of underage students, their parents/guardians.

Publicity Materials

Permission is given for the use of student comments, testimonials and photographs/images, in our official promotional material with acceptance of these Terms & Conditions.

Travel

We cannot be held responsible for alternative transport costs in the case of industrial action or timetable changes.



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