

TERMS AND CONDITIONS 2011

1. Age	Students should be 18 years old or over
2. Classes	Each class hour is 60 minutes
3. Fees	<ul style="list-style-type: none"> • Fees include: tuition, welcome pack, student information handbook, 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 €50 will be charged on all courses. Registration fee does not include course books. • All students must pay for their course book and materials at a cost of €30. This fee will be included on all invoices.
4. Airport Transfers	We can arrange for you to be met at Dublin airport and taken by car to your accommodation. The cost of this service is €75. The transfer service is available between 08.00-22.00 and is available on arrival only. It may be possible to arrange a transfer outside these hours, in which case an extra supplement of €30 is payable.
5. IH Dublin Calendar	<p>The School will be closed on the following public holidays:</p> <ul style="list-style-type: none"> • Christmas Holidays 2010, school will be closed for 2 weeks from December 17th 2010 until January 3th 2011. • Christmas Holidays 2011, school will be closed for 2 weeks from December 16th 2010 until January 2th 2012. • St Patrick's day - Thursday March 17th. • Easter Monday - April 25th (Course start date is Tuesday April 26th) <p>Please note that</p> <ul style="list-style-type: none"> • No lessons will take place on the above days. • There is no reduction in fees when a course includes a public holiday and classes are not compensated for. <p>There will be an Orientation Day at the school on the following public holidays, including testing and a tour of the city centre:</p> <ul style="list-style-type: none"> • May Bank Holiday May 2nd • June Bank Holiday - June 6th • August Public Holiday August 1st • October Bank Holiday October 31st <p>- Please note that</p> <ul style="list-style-type: none"> • All students should come to school for 11am on the above days for a level test and orientation tour • No lessons will take place on the above days • There is no reduction in fees when a course includes a public holiday and classes are not compensated for.
6. Accommodation	All accommodation booked by IH Dublin is subject to a booking fee of €50.
Homestay	<ul style="list-style-type: none"> - Based on 7 nights stay, beginning from Saturday or Sunday - Half-board Mon-Fri and full board at weekends - Located in suburbs of Dublin - average of 40-50 minutes bus ride to the school, though this may be longer at peak traffic times
Self-catering Apartment	<ul style="list-style-type: none"> - Based on 7 nights, beginning only from Sunday - Self-catering, no meals included
Accommodation during Christmas Holidays	<ul style="list-style-type: none"> - It is possible to stay in your host family during the Christmas holidays for an extra cost of €50 per week - It is possible to stay in your self-catering apartment during the Christmas holidays for an cost of €50 per week.
7. Insurance	<ul style="list-style-type: none"> a. All students are advised to take out private medical and travel insurance. b. All EU nationals should bring a European Health Insurance Card which covers public medical care
8. Visas	Non-EU nationals should contact their local Irish Embassy or Consulate or visit the Department of Justice website: www.irigov.ie/justice for details of visa requirements. IH Dublin offers an efficient visa support service.
9. Payment	<ul style="list-style-type: none"> • Full payment of fees is due 2 weeks prior to the starting date. Payment can be made by any of the following ways: <ol style="list-style-type: none"> 1. Credit Card (Mastercard or Visa) 2. Bank Transfer to 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 Address: ULSBIE2D IBAN: IE03ULSB98501073187072 <p>Important Payment Notes</p> <ul style="list-style-type: none"> - Bank charges are not included in the fees and must be paid by the sender. - Payment is due two weeks before the start of the booked course. - Please always state student's name and invoice number on bank transfer.

10. Cancellation

- a. If a course is cancelled more than 14 days before the start date, the registration fee of €50 will be charged. All other monies in respect of the course and accommodation will be returned to the student.
- b. If a course is cancelled less than 14 days before the start date, one week's accommodation and tuition will be charged.
- c. If a cancellation occurs because of a visa refusal, the registration fee of €50 will be charged.

11. Changing Dates

- a. If a student changes the date of a course before arrival or during their course, an extra registration fee will be charged.
- b. If a change is made less than 14 days before arrival, one week's tuition will also be charged
- c. If host family accommodation is cancelled less than 14 days before arrival date, one week's accommodation will be charged.
- d. If self-catering apartment is cancelled less than 4 weeks before arrival date, one week's accommodation will be charged.
- e. If a cancellation occurs because of a visa refusal, the registration fee of a50 will be charged. In the case of a visa refusal, the refund will be processed when the official letter of refusal from immigration is sent to IH Dublin.
- f. Please note that all cancellations must be sent to us in writing (by post or e-mail

12. Refunds

No refunds can be made after a course has started. In the case of illness, students may ask for a course to be postponed to a later date. In this case the school will require a medical certificate. A course cannot be carried over into the next calendar year.
