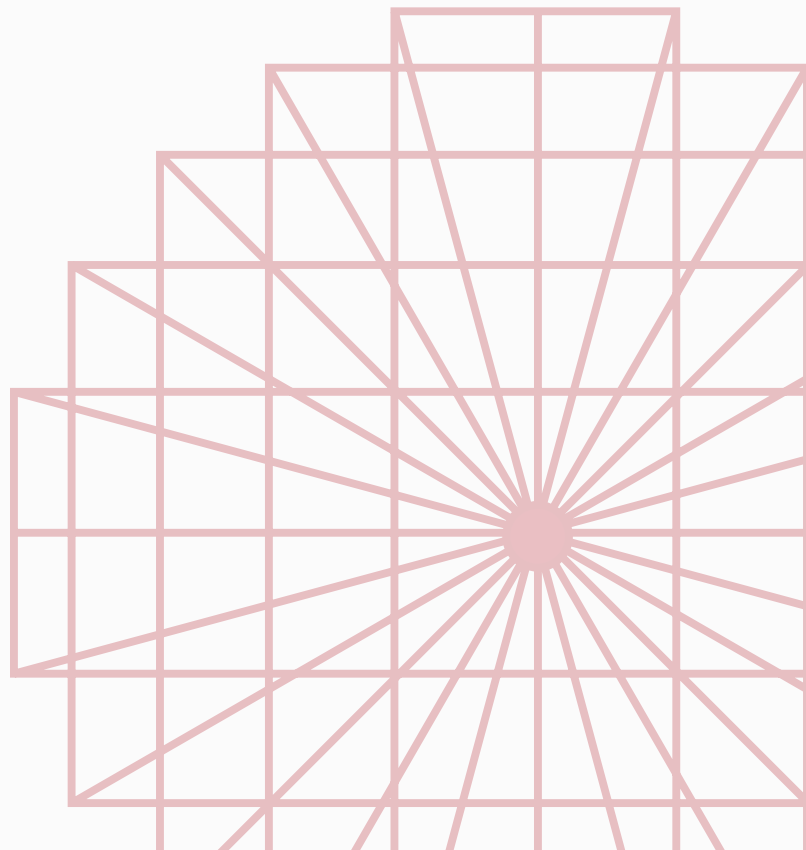

Atlas Language School Dublin, Ireland

Terms and Conditions



1. Admission

Minimum age

The minimum age at our adult school is 18. In certain circumstances we may accept under 18 year olds on our adult programmes. Such students will only be enrolled on a course if their parents/legal guardians have completed and signed a Parental Consent form. By signing this form parents acknowledge that their child will be studying in an adult centre and that Atlas Language School are not legally responsible for the child.

Course

A course consists of 20, 25 or 30 tuition hours, 55 minutes each.

Course Fees

Adult course fees include tuition, placement test, student welcome pack, free access to elective classes, wifi, use of computers, end of course certificate. A course registration fee of €60 is applicable to all courses. The cost for the course book is €35 per term.

Accommodation

All accommodation bookings with Atlas are subject to an accommodation placement fee of €60. Homestay accommodation is based on a 7 night stay starting from Saturday or Sunday whereas residential accommodation is based on a 7 night stay starting from Sunday.

Visa

Non-EEA students should contact their local Irish Embassy for visa requirements.

Insurance

All non-EU students are advised to take out private medical insurance, which can be purchased through Atlas. Students from the EU should travel to Ireland with their European Health Insurance Card to cover public medical care.

2. Enrolment

Enrolment Dates

New students should refer to their enrolment confirmation for course and accommodation dates. Please note that the invoice does not reflect the course dates but the date of enrolment.

Continuity of Enrolment

Enrolment of a current student will be terminated if:

- The student notifies Atlas Language School of his/her wish to terminate their enrolment;
- The student withdraws from their nominated course;
- Atlas Language School terminates the student's enrolment or suspends or excludes the student in accordance with the provisions of our Policies and Procedures; or
- The student has completed all course requirements.

Refusal and Cancellation of Enrolment

Atlas Language School may cancel an enrolment, refuse to enrol, or refuse to re-enrol a person/student for the following reasons:

- Misconduct (refer to the section on Code of Behaviour);
- Failure to satisfy the minimum academic requirements for courses chosen;
- Failure to arrive on the commencement date;
- The student has gained admission by misrepresentation, falsification of documents or other fraudulent means;
- Failure to fulfil the normal admission or enrolment requirements;
- Non-payment of tuition fees;
- Cancellation of a student's visa;
- Other reasons as deemed by the school's management.

3. Payment

All course fees should be paid in full at least 14 days prior to the student commencing their course.

Atlas have partnered with **Flywire** to make international payments for agents safe and easy.

Agents from **non-EEA students** can pay through Flywire which allows agents to pay by bank transfer, credit/ debit card and also other payment methods used in their country.

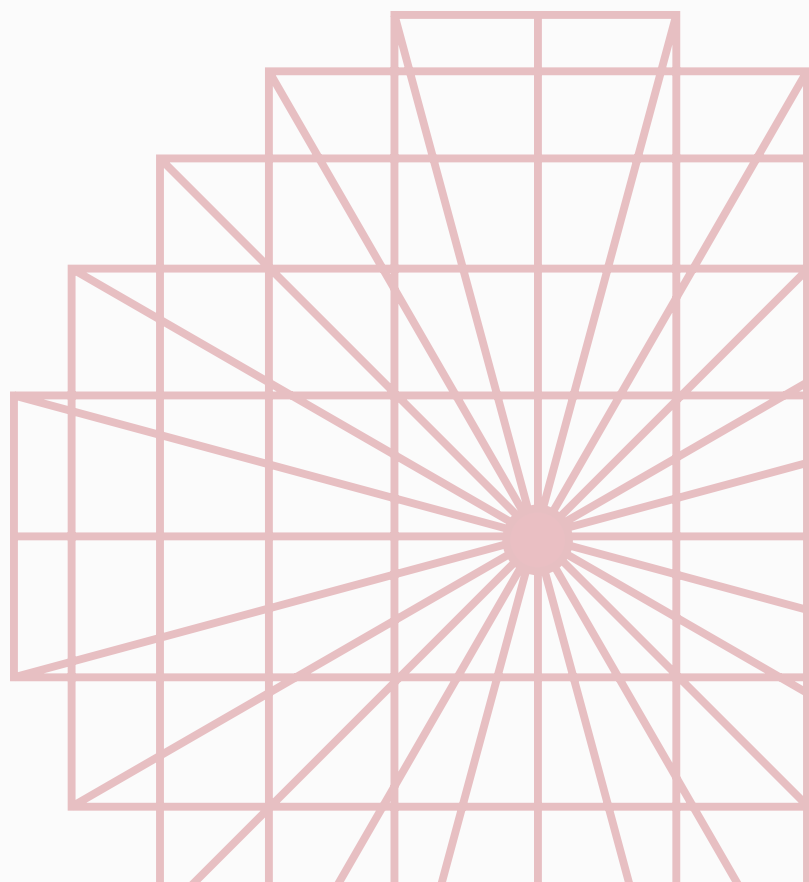
For non-EEA students in Ireland on a student visa:

For visa required students, payment must be made at least 30 days before course commences so we can prepare the student acceptance letter. Please note that some visa applications need to be made several months in advance, so the payment has to be made accordingly.

Acceptance letters are only issued after full payment is received.

Agents from **European countries** can pay through Flywire without the option of credit/debit card payment but if an EU agent wants to pay by credit card this will be done directly through the school. Please note that payments by credit card will incur a 2% service charge.

For further details on the payment through Flywire, please see:
<http://atlaslanguageschool.com/payment-methods/>



4. Cancellation Policy

Course Cancellation

Tuition fees are non-refundable once a student has commenced their course. If a student cancels their course more than 7 days before the course commences, fees will be refunded with the exception of registration fees.

If a student cancels their course less than 7 days before the course commences, fees will be refunded with the exception of registration fees and a cancellation charge of **€150**.

Course Cancellation in the event of visa refusal

All course fees are refunded with the exception of the enrolment fee, the accommodation placement fee (where applicable) and a cancellation charge of €150.

Accommodation Cancellation

Homestay

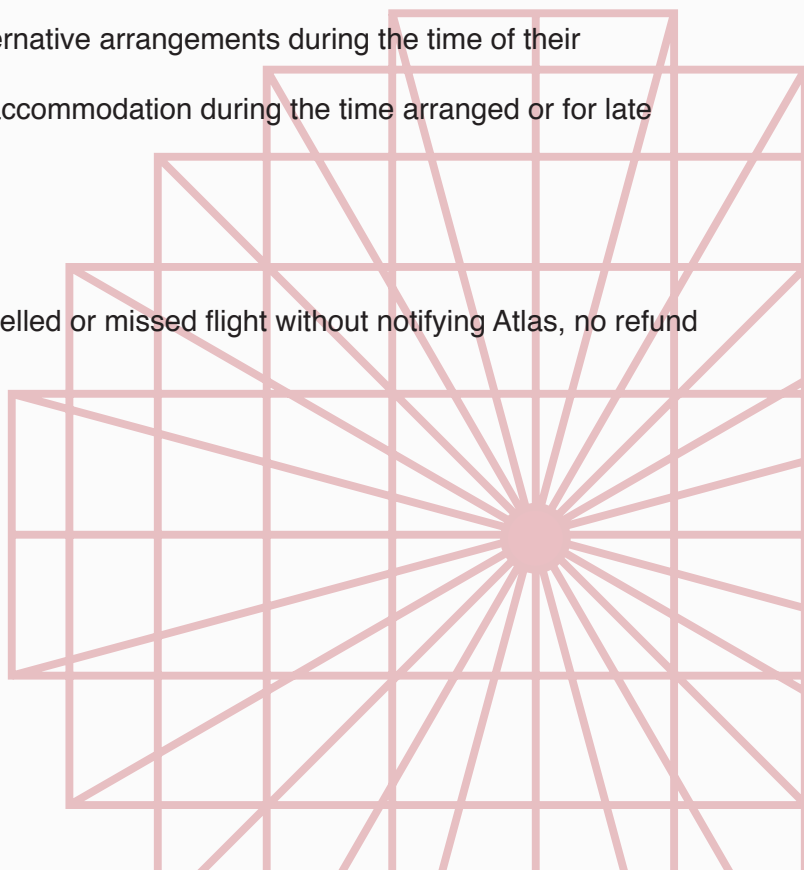
- a. If homestay accommodation is cancelled more than 7 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee.
- b. If homestay accommodation is cancelled less than 7 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee and one week's accommodation.
- c. If homestay accommodation is postponed less than 7 days before arrival, the student will be charged for one week's accommodation.

Residence

- a. If residential accommodation is cancelled more than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee.
- b. If residential accommodation is cancelled less than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee and one week's accommodation.
- c. If residential accommodation is postponed less than 14 days before arrival, the student will be charged for one week's accommodation.
- d. No refund will be made if a student makes alternative arrangements during the time of their stay.
- e. No allowance will be made for absence from accommodation during the time arranged or for late arrival or early departure.

Airport Pickup Cancellation

If a student does not arrive at airport due to cancelled or missed flight without notifying Atlas, no refund of the airport pickup fees can be made.



5. Holiday Policy

Holidays can be taken in one week blocks (Monday-Friday only), and you must notify the office in writing/by email in advance of your intention to use your holidays. Please note that holidays won't be given after the week has already begun.

Holiday Policy for short-term (less than 25 weeks) students

Students on courses of 12 weeks or less

Generally no holidays are allowed for students who are studying on courses that are less than 12 weeks.

Students studying on courses from 12 to 24 weeks

One week's holiday is allowed for students who are studying on courses from 12 to 24 weeks. To request a holiday, please send an email to info@atlaslanguageschool.com. This request will be logged on the school online system. Holidays must be requested at least one week in advance.

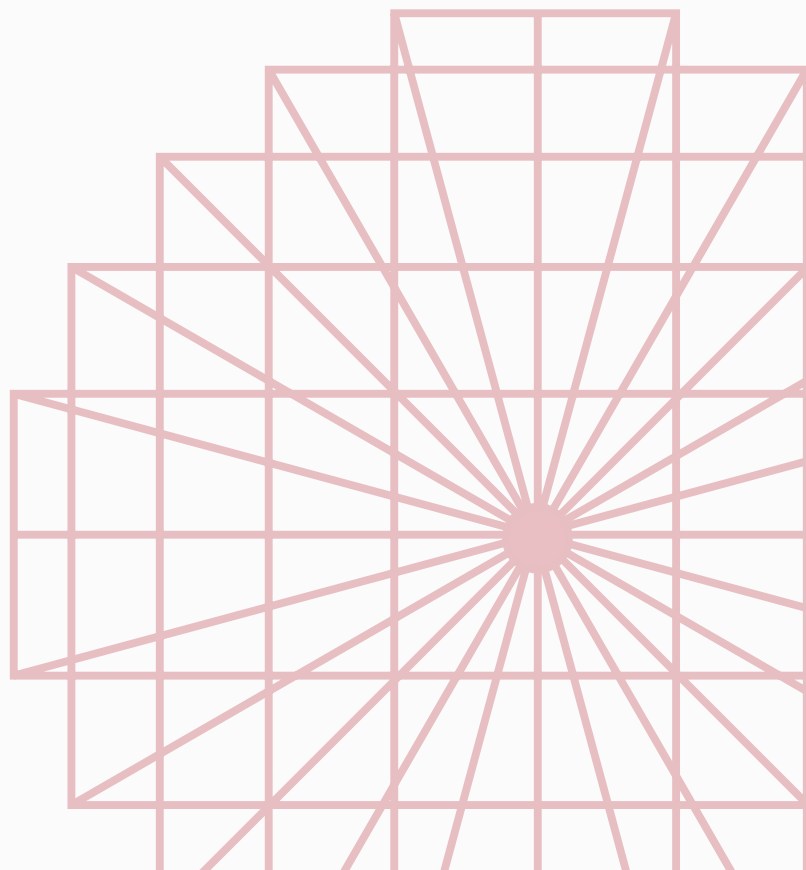
Holiday Policy for long-term (25 weeks) non-EEA students

An Academic Year course lasts for 25 weeks after which students are entitled to take up to 10 weeks holiday before their visa expires. Normally Academic Year holidays are taken AFTER a student finishes their course.

In the exceptional case where a long term non-EEA student wishes to take holidays during their course, this holiday period must be requested BEFORE starting their programme and/or registering with GNIB. In addition, holiday periods cannot at any point exceed 1/3 of the total weeks elapsed. This means that students need to have completed 9 weeks of their course before they can take holidays for the first time. After 9 weeks they can then take up to 3 weeks of holidays as they need to have studied 3 weeks for each week they want to take the holiday.

For Academic reasons students need to have 4 weeks of their course remaining, i.e. cannot take holidays in their final 4 weeks.

Early return from holidays is subject to availability of places in the school / class.



6. Further Conditions

- a. Registration will be confirmed for each student only upon receipt of completed Booking Form and full payment of fees.
- b. We do not accept responsibility for costs incurred due to flight delays or cancellations.
- c. We do not take responsibility for loss or theft of belongings.
- d. Refunds or partial refunds will not be given for Public Holidays, for days missed during the course or for late arrival or early departure.
- e. During peak times classes may be held at additional premises.
- f. If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time.
- e. Promotional Photographs and Videos: Atlas or its representatives may take photographs and videos of classes or other school activities during your time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.

2017 Academic Calendar

Term	Start Date	End Date	Weeks
Term 1: Winter	Tuesday 3rd January	Friday 31st March	13 weeks
Term 2: Spring	Monday 3rd April	Friday 23rd June	12 weeks
Term 3: Summer	Monday 26th June	Friday 22nd September	13 weeks
Term 4: Autumn	Monday 25th September	Friday 22nd December	13 weeks
Closed	Monday 25th December	Friday 5th January	2 weeks
Winter 2018	Monday 8th January 2018		

2017 Bank Holidays

Holiday	Day, Date
New Year's Day	Monday, 2nd January
St. Patrick's Day	Friday, 17th March
Good Friday *	Friday, 14th April
Easter Monday	Monday, 17th April
May Day	Monday, 1st May
June Bank Holiday	Monday, 5th June
August Bank Holiday**	Monday, 7th August
October Bank Holiday	Monday, 30th October
Christmas Day	Monday, 25th December
St. Stephen's Day	Tuesday, 26th December

* Good Friday is not a public holiday in Ireland, though like many schools and businesses we are closed on that day for a long Easter weekend.

** The school is closed for classes on the August Bank Holiday, but we will be open for placement testing, induction and orientation of new students starting their courses on that day.