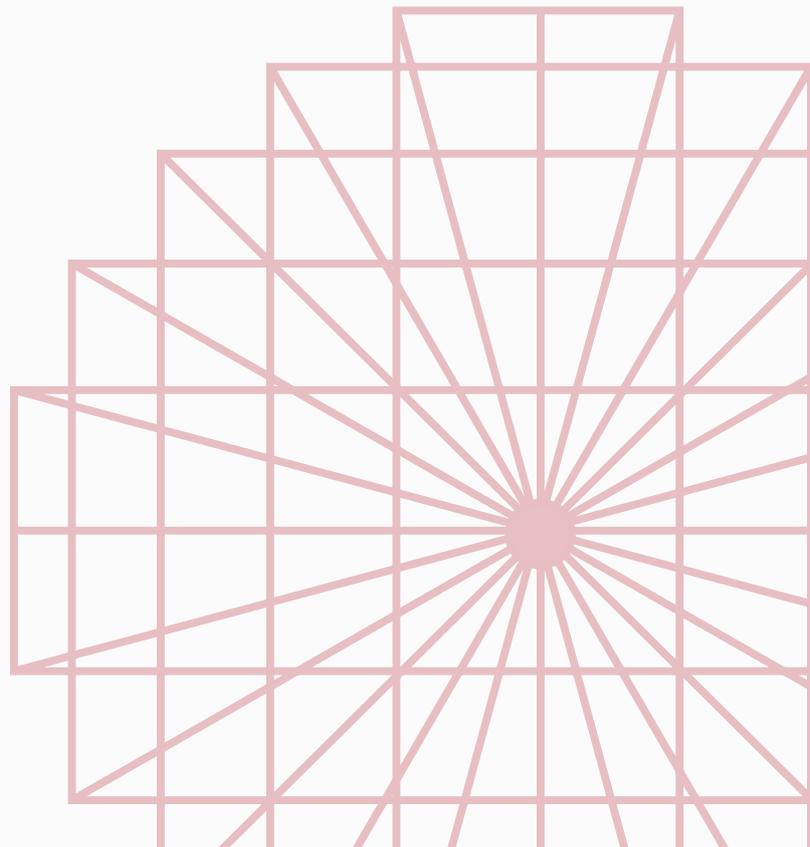

Atlas Language School Dublin, Ireland

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 level

We offer classes from Elementary to Advanced level. Please note that we do not accept **absolute beginners**.

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 €65 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 €65. 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.

A supplement of €50 per week will apply to students who are accommodated in a host family over the Christmas holidays (2 weeks). Please contact the school directly for full details of host family availability over this period. In case the school does not have any host family availability, students might be asked to move to one of the school's student residences and the supplement will be refunded.

Homestay and residential accommodation require compliance with a set of guidelines set out by Atlas, the host families and the residence management. For further details, please contact the school.

Visa

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

Insurance

All students are advised to take out private medical insurance which can as well 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 or 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:

- Beginner level of English
- 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.

4. Payment

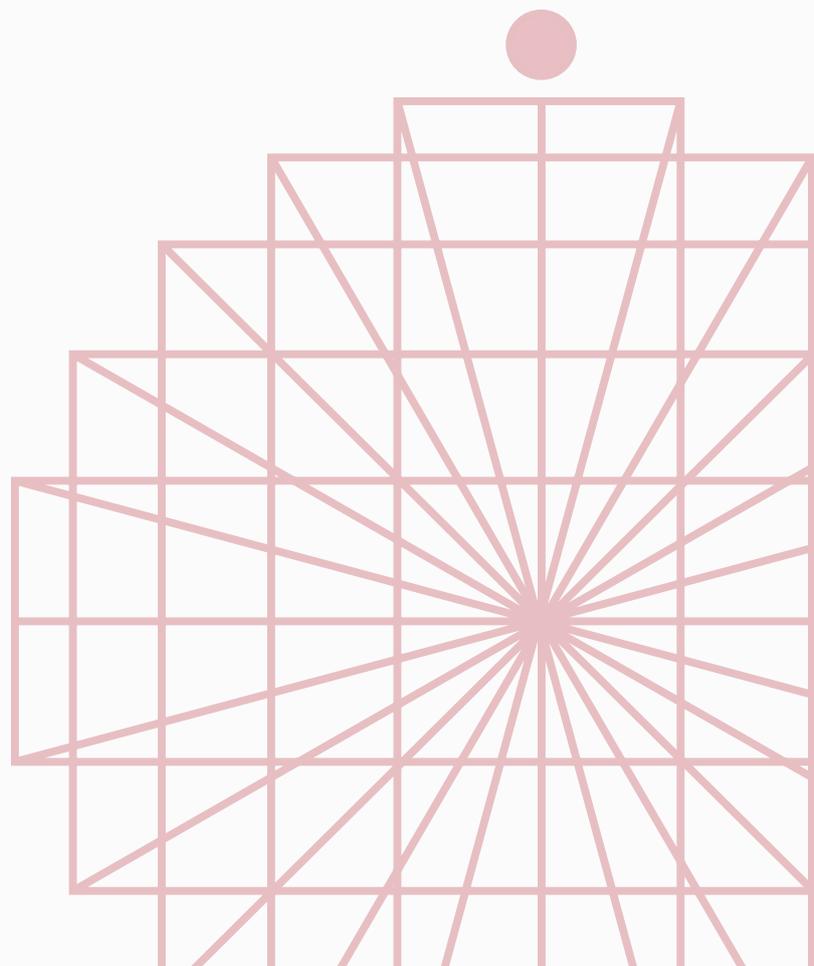
All course fees should be paid in full at least 15 days prior to the student commencing their course.

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.

For further details on the payment through PaytoStudy, please see:
<http://atlaslanguageschool.paytostudy.com>



5. 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 (course registration fee and accommodation placement fee where applicable).

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.

In the event of a group booking cancellation less than 2 weeks before the course commences, fees will be refunded minus a 10% cancellation charge.

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.

Putting a course on hold

In exceptional cases, a course can be put on hold for up to 12 months without any extra charge or increase in fees if the school is notified at least 2 weeks in advance of the course start. Please contact the school for further details.

If a course is postponed for more than 12 months after the initial course start dates, the regular cancellation fees apply and the booking will be seen as a new booking, i.e. new fees (course, accommodation, registration and placement fees, insurance and exam fee) will apply, if applicable.

If a course is postponed more than one time and the new course start date is more than 12 months after the very first course start date, cancellation fees and new fees (course, accommodation, registration and placement fees, insurance and exam fee) will apply, if applicable.

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.

6. 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) students

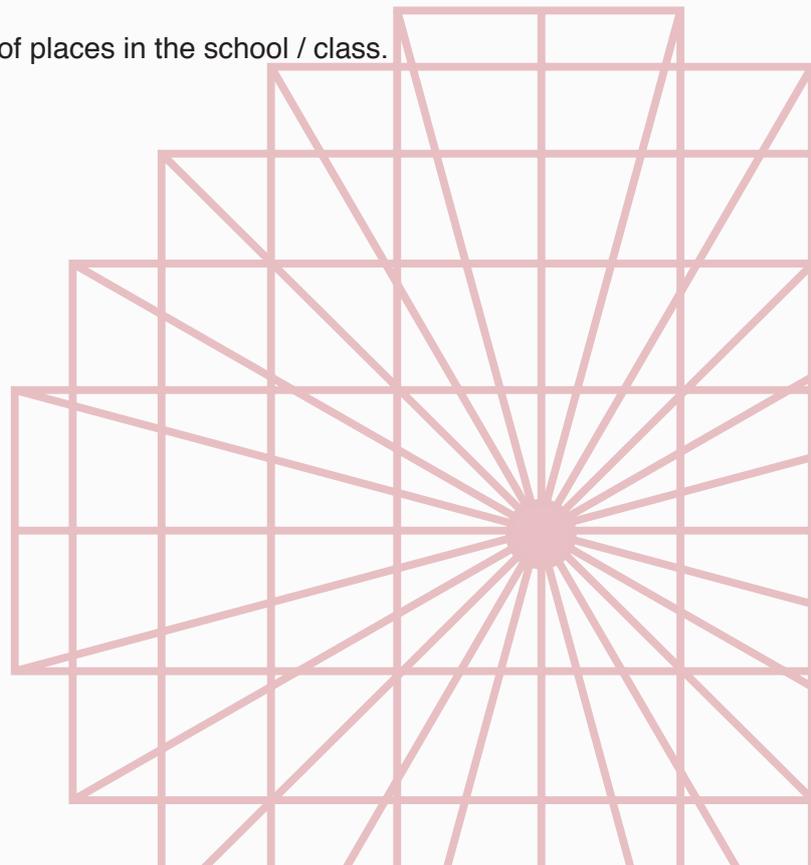
An Academic Year course lasts for 25 weeks after which students are entitled to take up to 10 weeks holiday before their visa expires. Normally Academic Year holidays are taken AFTER a student finishes their course.

If students stay during the winter holidays, these two weeks of holidays are included in the 10 weeks of holidays, i.e. students only have 8 weeks of holidays after finishing their course. Also these two weeks of winter holidays do not need to be booked but are booked by default.

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.



7. 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.
- g. In the event that students are unable to attend lessons due to illness, these sick days will not be added to the end of the course period.
- h. Promotional Photographs and Videos: Atlas or its representatives may take photographs and videos of classes or other school activities during a student's time with us, which may be used for promotional purposes. If students do not wish to appear in any promotional materials, please advise us at the time of booking.

2018 Academic Calendar

Term	Start Date	End Date	Weeks
Term 1: Winter	Monday 8th January	Thursday 29th March	12 weeks
Term 2: Spring	Tuesday 3rd April	Friday 22nd June	12 weeks
Term 3: Summer	Monday 25th June	Friday 21st September	13 weeks
Term 4: Autumn	Monday 25th September	Friday 21st December	13 weeks
Closed	Monday 24th December	Friday 4th January 2019	2 weeks
Winter 2019	Monday 7th January 2019		

2018 Bank Holidays

Holiday	Day, Date
New Year's Day	Monday, 1st January
St. Patrick's Day	Monday, 19th March
Good Friday *	Friday, 30th April
Easter Monday	Monday, 2nd April
May Day	Monday, 7th May
June Bank Holiday	Monday, 4th June
August Bank Holiday**	Monday, 6th August
October Bank Holiday	Monday, 29th October
Christmas Day	Tuesday, 25th December
St. Stephen's Day	Wednesday, 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.