

## **Atlas Terms and Conditions for agents Junior Summer Programmes Ireland**



### **1. ADMISSION**

#### **Minimum age**

Dublin: minimum age: 11, maximum age: 17

#### **Classes**

Each class lasts 45 minutes. For further details on the types of courses for each location, see pages 3 and 4 of the Junior brochure 2018.

#### **Programme Fees**

The programme fees include tuition, accommodation, afternoon activities, one evening activity per week, excursions, private bus (homestay programme only). The airport transfer and additional evening activities for the Dublin programme are extra.

#### **Accommodation**

Homestay accommodation is based on a 7 night stay starting from Saturday or Sunday.

Homestay in Dublin:

Accommodation is usually in a twin or triple room shared with a student/s of similar age and different nationality.

#### **Airport transfer**

All Junior students are required to book airport transfer with Atlas upon arrival and departure.

If the student is accompanied by an adult/guardian from/to the airport and does not need an airport transfer, please inform Atlas at the time of the booking.

#### **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.

#### **Public Holiday**

Monday, 6th August 2018 is a public holiday in Ireland. No lessons will take place on this day. A BBQ and Sports Day is organised by the school and new students will have their placement testing. Classes for that week start on August, 7th. No discounts, refunds or partial refunds of fees will be given.

## **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 their agent 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.

Enrolment will be confirmed for each student only upon receipt of completed booking form and full payment of fees.

## **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:

Payment must be made at least 30 days before course commences so we can post the

original acceptance letter. Please note that some visa applications need to be made several months in advance, so the payment has to be made accordingly. The acceptance letters are only issued after full payment is received.

Course fees should be transferred to the following bank account indicating the student's name and the number of the invoice:

Account Name: Atlas Language School

Bank Name: AIB, Ranelagh

Address: 40 Ranelagh Road, Ranelagh, Dublin 6

Account Number: 01931073

Sort Code: 931292

IBAN Number: I E 4 6 A I B K 9 3 1 2 9 2 0 1 9 3 1 0 7 3

BIC: A I B K I E 2 D

Please ensure that the total amount sent is free of all charges from the remitting and beneficiary banks, and the student's name is quoted on accompanying documents.

### **Payment by credit card**

Please note that payments by credit card will incur a 3% service charge.

For visa required students, the school recommends payment by bank transfer.

## **5. CANCELLATION POLICY**

### **Course Cancellation**

- a. Tuition fees are non-refundable once a student has commenced their course. 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. If a course is carried over to the next calendar year, additional fees might apply.
- b. If a student cancels their course more than 14 days before the course commences, all course fees will be refunded.
- c. If a student cancels their course less than 14 days before the course commences, fees will be refunded with the cancellation charge of €200.
- d. 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 a cancellation charge of €200.

### **Homestay Cancellation**

- a. If homestay accommodation is cancelled more than 14 days before arrival, all accommodation fees will be refunded with the exception of a €60 accommodation placement fee.
- b. If homestay accommodation is cancelled less than 14 days before arrival, fees will be refunded with the cancellation charge of €250.
- c. If homestay accommodation is postponed less than 14 days before arrival, the student will be charged for one week's accommodation (€200).

### **Airport Pickup Cancellation**

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

### **6. FURTHER CONDITIONS**

- a. All courses are non-transferrable.
- 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. No discounts, refunds or partial refunds of fees will be given when a course includes a Public Holiday, for days missed during the course or for late arrival or early departure. Classes are not compensated for.
- 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 the student's stay with us, which may be used for promotional purposes. If students do not wish to appear in any promotional materials, the school needs to be advised at the time of booking.