

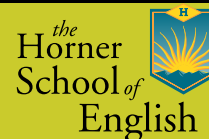
# Booking & Cancellation



La Training Solutions si occupa di consulenza e formazione nel campo delle lingue e delle tecnologie informatiche da **oltre 17 anni**.

Crediamo da sempre nella validità dell'esperienza di studio all'estero.

Abbiamo assistito più di 1600 persone nella personalizzazione di una vacanza studio o corso di inglese all'estero.



## Terms & Conditions

To read our full terms & conditions please refer to the following links:

<http://www.hornerschool.com/terms/>

<http://www.hornerschool.com/important-information-for-non-eea-students/>

<https://www.hornerschool.com/privacy/>

The above links detail the up to date, complete and accepted terms and conditions for the Horner School of English for 2019. In the event that new legislation (Irish Government ) or amendments of existing legislation contradict these terms, then the new legislation will always apply. All operators working with Horner School of English Ltd will be deemed to have agreed to these conditions without variation.

## Note:

These two pages detail commonly requested information with respect to booking and cancellation. They do not represent the full terms and conditions. For full terms and conditions please refer to links detailed above.

## How to make a Booking:

Please make application through the on-line booking system or by downloading and completing our School Application Form. We will return to you by email within 24 (working) hours to acknowledge your booking. You will receive a Booking confirmation & Invoice with payment instructions. All fees are invoiced in Euro Currency. A Registration Fee of €75.00 applies to all bookings. An Accommodation Administration Fee of €60.00 applies to apartments, university / school residence, hotel / guest house ( we do not charge the Accommodation Administration Fee if you select host family, for example). All applications received through the on-line booking system are accepted subject to availability and subject to confirmation.

## Fees payment:

On receipt of your Booking Confirmation & Invoice you should make a deposit payment of €200 to secure your place. Full fees payment must be received by Horner School at least 4 weeks prior to arrival. If you are booking less than 4 weeks before arrival, full payment will be required immediately. Horner School of English reserves the right to cancel course and accommodation bookings where we have not received full payment within the specified time frame.

## Make a Payment: Credit Card (Visa / MasterCard)

Please use our Secure On-line Payment Page. A credit card fee of 2.45% (based on total amount) will apply. Please calculate and add this amount to your on-line payment. You can avoid / reduce bank charges by making a Bank Transfer. SEPA bank transfers within the EU do not incur bank charges.

## Make a Payment: International Bank Transfer.

Please make payment to our business account:

Bank Name: Allied Irish Bank  
Bank Address: 60 Clonskeagh Road, Clonskeagh, Dublin 14, Ireland  
Account Name: The Horner School of English  
Account Number: 12757085  
IBAN Number: IE80 AIBK 9311 8712 7570 85  
Swift Code: AIBKIE2D  
Bank Code: 93 11 87

Please ensure that the student name appears on the bank transfer payment details. Bank transfers within the EU do not incur bank charges. If you are making a bank transfer from outside of the EU please add €15.00 to the payment to cover the bank charges.

## Emergency Contact:

In case of any emergency, you should contact us at the following number: +35316622911 (Mon to Fri, 08.30 to 17.30) OR +353863886071 (out of office hours).

## Public Holidays:

The school is closed on public holidays. There are no refunds made for lessons missed on a public holiday and those lessons are not replaced. The starting day for all courses is Monday except when Public Holidays occur on a Monday, then the starting day for all courses will be the Tuesday.

## Tuition Fees Cancellation Policy

Cancellation Received X Days Before Commencement	Tuition Fees to be Refunded
15+ working days before	Full tuition fees refunded
14 to 8 working days before	Full tuition fees refunded, subject to a minimum charge of €200
7 to 4 working days before	70% of tuition fees refunded, subject to a minimum charge of €200
3 to 1 working days before	20% of tuition fees refunded, subject to a minimum charge of €200
On start date or thereafter	No refund is possible.

Written notice must be sent to [janice@hornerschool.com](mailto:janice@hornerschool.com) and applies from the date the cancellation is received by Horner School of English. Application for a refund will be dealt within a timely manner, normally within 20 working days of receipt of the request. Enquiries should be addressed to Janice Horner.

Students applying for a Study Visa, must refer to the student refund policy as listed below: Visa Application & Visa Refusal

Course changes requested within 7 days of the commencement date are subject to availability.

No refund of fees is available where a course change is taken to a less intensive course, that is for example, a request to change from STD+ to STD Course.

Students requesting a change from group courses to private individual tuition will be required to pay the full cost of the private lessons. No transfer of course value is available.

Course value cannot be transferred from one student to another student. Examination fees are not included in tuition. Exam fees must be paid in advance and are non-refundable in the event of a cancellation.

### Accommodation Conditions & Cancellation Policy:

Accommodation fees are non-refundable except in the case of host family where at least 4 weeks' written notice is required to cancel some or all of the pre booked accommodation. In the case of host family accommodation a four week notice period is non-refundable. The balance of any accommodation fees will be refunded.

In the case of apartment or university residence or school residence no refund is possible.

In the case of Hotel, Guest-house or B&B accommodation, refunds will be at the discretion of the Directors of the school and may not always be possible.

It is not possible to provide Host Family Accommodation over the Christmas and New Year holiday (2-week holiday period). We can offer residents accommodation, subject to availability.

We guarantee there will be no more than one nationality per host family (unless otherwise agreed with student).

We do not control nationality mix at apartments, residences and other student self-catering accommodations.

### Accommodation Extension Requests:

If you would like to extend your accommodation dates (i.e. to stay longer than originally booked), it is first necessary to speak with the accommodation office to check for availability. Accommodation extensions cannot always be guaranteed and therefore we recommend that you speak with the accommodation manager as early as possible. This point is especially important where students wish to extend accommodation bookings during the Summer Season or remain with the host family for an extended period. Please note, it is not possible to provide Host Family Accommodation over the Christmas and New Year holiday (2-week period). We can offer residents accommodation, subject to availability.

### Visa Applications & Visa Refusals (Work & Study):

Students from outside the European Economic Area, may be required to obtain a visa to enter Ireland. At least 6 weeks are needed to process visa applications. Cancellations are not permitted after the visa supporting documentation has been issued by the school. Students who fail to obtain their visas will be refunded all fees paid, less a school processing fee of €200. Written proof of the visa refusal must be supplied to the School by email to: [admin@hornerschool.com](mailto:admin@hornerschool.com).

Fees will be returned within 20 working days of the visa refusal being received and verified by Horner School. Students from outside the EEA Area attending Long Stay Courses (staying in Ireland longer than 90 days) must comply with additional regulations. Information for Academic Year Students (Students from outside Europe, registered for 8 months with permission to work) go to the following web address:

<http://www.hornerschool.com/important-information-for-non-eea-students/>