



Terms and Conditions

1. Minimum Age

Minimum age for our adult school is 16.

2. Lessons

Each lesson lasts 60 minutes.

3. Fees

Fees include tuition, welcome pack, student handbook, wi-fi, 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 €70 is applicable on all courses. All students must pay €40 for their course book. This is included in the first invoice.

4. Airport Transfers

We can arrange for you to be met at Dublin Airport and taken to your accommodation. The cost of this service is €80.

5. IH Dublin Calendar

The school will be closed on the following public holidays:

- Christmas Holidays 2016: 17th December 2016 - 1st January 2017
- Bank Holiday - Monday 2nd January 2017 (school re-opens Tuesday 3rd January)
- Christmas Holidays 2017: 16th - 31st December 2017
- St. Patrick's Day - Friday 17th March 2017
- Easter Monday - 17th April 2017

No lessons will be held on the above days.

There is no reduction in fees when a course is booked over a public holiday and lessons are not compensated for.

There is an Orientation Day on the following public holidays (including testing and a tour of the city centre):

- Monday 1st May
- Monday 5th June
- Monday 7th August
- Monday 30th October

6. Beginner Lessons

IH Dublin runs lessons for Beginner level students from the first Monday of each month. If there are not enough participants on the course, the school will offer alternatives to the students following the below guidelines:

- 1 student - 5 hours of private tuition
- 2 students - 10 hours of private tuition
- 3 students - 15 hours of private tuition
- 4 students - 20 hours of group tuition

7. Accommodation

All accommodation bookings made with IH Dublin are subject to an accommodation booking fee of €65.

Homestay Accommodation

- Homestay accommodation is based on a 7 night stay, beginning from Saturday or Sunday.

- Options include half-board Monday-Friday and full board at weekends, OR breakfast only. Breakfast only option means no access to the kitchen after breakfast time. Students must make arrangements for dinner outside the home.
- Homestays are located in suburbs of Dublin, with public transport access and an average commute of 30-45 minutes (which can vary at peak times).
- There is a supplement of €50 per week for students who require special diets.

Self-Catering Apartments (no meals included).

- Self-catering apartment accommodation is based on a 7 night stay. Students must arrive and depart on Sundays only.
- We endeavour to mix student nationalities as much as possible, but we do not guarantee only one student of each nationality in each apartment.

Accommodation during Christmas

- Students can stay at their homestay (where the family has agreed), for an extra cost of €50 per week.
- Students can stay in the self-catering apartments at no extra charge.

8. Insurance

All students are advised to take out private medical and travel insurance. This is available to purchase from IH Dublin (see pricelist). EU citizens should travel to Dublin with their European Health Insurance Card (E111) to cover public medical care.

9. Visas

Non-EU citizens should contact their local Irish Embassy or visit the Immigration Service website www.inis.gov.ie for visa requirements.

10. Deposit and Payment

- A non-refundable deposit of 20% is required at time of booking, to secure your place on the programme.
- The balance is due a minimum of 2 weeks before arrival.

Payment can be made by:

- Credit Card (all major cards accepted)
- Bank Transfer to the 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 Code: ULSBIE2D
IBAN: IE03ULSB98501073187072

Please note:

- Bank charges are not included in the fees and must be paid by the sender.

- Payment is due two weeks before the course start date.
- Please state the student's name, number and invoice number on bank transfers.

11. Cancellation Policy

- If a student wishes to cancel their homestay booking, they must give 1 week's notice to the Accommodation Department.
- If a student wishes to cancel an apartment booked through IH Dublin, they must give four weeks' notice to the Accommodation Department.
- If a course is cancelled, the non-refundable deposit is retained.
- If homestay accommodation is cancelled less than 14 days before arrival date, one week's accommodation fee will be charged.
- No course refunds can be made after a course has started.

Please note that all cancellations must be sent to us in writing (by post or e-mail)

11.1 Cancellation / Amendments - Students requiring Visas

- Bookings for students who require visas are placed as provisional until copy of Visa is received.
- If an amendment occurs because of a visa delay/refusal less than 5 working days before arrival date, accommodation fees will apply.
- If a cancellation occurs because of a visa refusal, the registration fee of €70 will be charged. In the case of a visa refusal, the refund will be processed when the official letter of refusal from the Embassy is sent to IH Dublin.

12. Refunds

No refunds can be made after a course has started. 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. A course cannot be carried over to the next calendar year. All courses are non-transferrable. For any refunds made, please note:

- If payment is received from an agent, refunds are made directly to the agent.
- If payment is received from a student, refunds are made directly to the student.

13. Attendance Policy - Long Term Students

Work and Study students must adhere to attendance policies. Students who do not meet the attendance criteria (85%) get 3 informal warnings and one formal warning about their low attendance, before the GNIB is informed and the expulsion process is considered. There are no refunds for students who are expelled.