



Atlas Terms and Conditions Junior Summer Programmes Ireland and UK

1 ADMISSION

Minimum age

Junior Summer Programmes are available as follows:

Dublin: 11-17 / Galway: 12-17 / Chichester: 11-17 / Chichester (Real Madrid): 11-17

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 2017.

Programme Fees

The programme fees include tuition, accommodation, afternoon activities, excursions, private bus (homestay programme only) and evening activities (residential programmes 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 whereas residential accommodation is based on a 7 night stay starting from Sunday.

Homestay in Dublin:

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

Residence in Galway:

Students are accommodated in single rooms in an apartment with bathroom shared by a maximum of three people and shared kitchen and living space.

Residence in Chichester:

Students are accommodated in twin rooms in apartment style complexes with shared bathrooms, living room and kitchen.

Airport transfer

All Junior students are required to book airport transfer with Atlas upon arrival and departure. Students going to the Galway programme should arrive between 8am and 6pm.

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, 7th August 2017 is a public holiday in Ireland. No lessons will take place on this day A BBQ and Sports Day is organised by the school. Classes for that week start on August, 8th. 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 7 days before the course commences, all course fees will be refunded.
- c) If a student cancels their course less than 7 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 7 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 7 days before arrival, fees will be refunded with the cancellation charge of €250.
- c) If homestay accommodation is postponed less than 7 days before arrival, the student will be charged for one week's accommodation (€200).

Residence Cancellation

- a) If residential accommodation is cancelled more than 14 days before arrival, all accommodation fees will be refunded with the exception of a €60 placement fee.
- b) If residential accommodation is cancelled less than 14 days before arrival, all accommodation fees will be refunded with the exception of a cancellation charge of €300.
- c) If residential accommodation is postponed less than 14 days before arrival, the student will be charged for one week's accommodation (€250).

- 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 the airport due to a cancelled or missed flight without notifying Atlas, no refund of the airport pickup fees can be made.

7 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 Holidays, 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.
- g) 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.