

## **Terms and Conditions Study & Internship**

This is a supplement to the General Terms and Conditions of Atlas Language School.

The Study & Internship Programme combines an English Language Course at Atlas Language School with a quality internship in a company in Dublin. Students will be placed in a position linked to their studies.

Atlas works together with a partner organisation who specialises in placing internship students in national and international companies in the Greater Dublin Area. Each student's profile will be matched with one of the local companies in our network.

### **1. Eligibility**

The student must:

- (i) have an intermediate level of English (B1) or higher at the start of the programme.
- (ii) hold a European passport.

All students are responsible for their own medical insurance and public liability insurance. Atlas can assist in purchasing these.

### **2. Internship placement**

The following documents must be sent by email at least 8 weeks before the first day of the course: Atlas course booking form, result of Atlas Online Placement Test, Internship application form, detailed CV in English (Europass preferred), cover letter in English.

The student must be available for a phone interview with a potential internship company during the search period.

The offered internship position depends completely on the student's language skills and their vocational training and experience.

Internships are unpaid.

---

Atlas and the partner organisation are in no way responsible for the professional evolution of the student once inside the company.

The internship is provided for a specific employer and all participants are subject to Irish Civil Law regulations.

### 3. Cancellation Policy

Tuition fees are non-refundable once a student has commenced their programme.

All requests for cancelling a work placement programme must be sent in writing.

There is a cancellation fee of 30% of the total cost of the programme if a cancellation is made within 21 days of the start of the programme.

Once a student has completed their application by sending all the required documents and cancels more than 3 days after that, an administration fee of €100 will be charged.

The student will be withdrawn from the programme if:

- they do not show to an interview
- they refuse a position which corresponds to the information on their booking
- they leave the employment without valid reason
- they are laid off
- they don't comply with rules laid down by the company