

Personal Details

Last Name				First Name			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth		ID Number (if available)		
Nationality			Native Language		Telephone		
Address					Mobile		
					E-mail		
City		Country		Postcode		Profession	
Emergency Contact Name							
Emergency Contact Telephone Number							
Emergency Contact E-mail Address							

Course Details

Course Name	Start Date day/month/year	Finish Date day/month/year	Number of Weeks

What is your level of English? *Please mark one*

Beginner*

Elementary

Lower Intermediate

Intermediate

Upper Intermediate

Advanced

* Beginner courses start on fixed dates

How long have you studied English? <i>Years</i>		Do you wish to include the Textbook in your invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to pay for a Lunch Voucher (subject to availability in School)?				

Accommodation Details

Do you require Accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If 'Yes' above, please select the accommodation type you require, either Host Family accommodation, Residence or Other type of accommodation

Host Family	<input type="checkbox"/> Standard Room	<input type="checkbox"/> Executive Room (supplemental cost / subject to availability)
Residence	<input type="checkbox"/> Single Room	<input type="checkbox"/> Twin room (2 sharing)
Other type of accommodation (please indicate)		

Date of arrival at accommodation		Date of departure from accommodation		Number of Weeks	
Are you travelling with someone with whom you would like to share accommodation? Please give name:					
Do you have any allergies / Medical conditions / physical restrictions?					
Do you have any dietary requirements? Please give details					
Any Special requests? Please give details					

Airport Transfer

Do you require an Airport Transfer?

On Arrival?		Arrival date		Arrival time		Flight number	
On Departure?		Departure date		Departure time		Flight number	

Booking Declaration

I confirm that I accept the terms and conditions of Enrolment at the Emerald Cultural Institute		
Signature		Date
How did you hear about Emerald Cultural Institute?		

Terms and Conditions

Enrolment and Payment Conditions

1. Enrolling on a Course

To enrol on a course applicants should complete the enrolment form and send it to the Emerald Cultural Institute by post, fax or email or book on-line at www.eci.ie.

A booking deposit of €150 (Ireland) or £150 (UK) must accompany all applications and must be sent either directly by bank draft to the Institute, by credit card (Visa or MasterCard) or by inter-bank transfer to the Institute's bank account. Please add €10 (Ireland) or £20 (UK) for bank charges and €50 for a bank draft/Travellers' Cheque. All payments must be in Euro for courses in Ireland, and in Sterling for courses in the UK.

A copy of the bank receipt should be sent to the Institute with the enrolment form. Upon receipt of these documents the confirmation documents will

be sent together with the full invoice. The deposit is non-refundable but is deductible from the total amount payable. The balance of fees due to the Institute should be paid at least two weeks in advance of the course start date. Accommodation details will be confirmed once we have received proof of full payment.

We offer our General and Specialised courses in our year-round centres: Palmerston Park and Milltown Park. On certain dates, however, some courses or levels may be available in only one centre.

2. Paying for a course – ireland

Payments can be made in a number of ways:

- **By inter-bank transfer in EURO (€)**
- **By Credit Card: MasterCard and Visa**
- **Via Pay-to-Study**
- **Non EU students applying for a Visa to enter Ireland must pay their fees into the escrow account operated by Pay-to-Study where funds will be held on behalf of the student and ECI pending the visa decision**

Contact the Institute for full bank account details. Additional bank charges incurred for both the sending and receiving banks are payable by the sender. A €50 fee will be applied to any payments by bank draft or Travellers' Cheques.

3. Paying for a course – uK

Payments can be made in a number of ways:

- **By inter-bank transfer in UK£ Sterling to our UK£ account**
- **By Credit Card: MasterCard and Visa**

Contact the Institute for full bank account details. Additional bank charges incurred for both the sending and receiving banks are payable by the sender.

terms and Conditions

1. Cancellation

Cancellation of booking before arrival: For cancellations received at least fourteen days prior to the course commencement, fees will be refunded less the non-refundable deposit of €150 (Ireland), or £150 (UK). For cancellations received within 7-13 days of course commencement 50% of the course fees will be refunded. For cancellations of less than 7 days no refund is given.

Cancellation after arrival: Once a student has commenced their course at the Institute they are obliged to complete their full course of study. The full course of study is defined as the initial enrolment period. No refund will be given for course fees if a student withdraws from the course before the completion of the full course of study.

If a student wishes to change the course they are attending it may be possible to change to an alternative course or programme of the same value, depending on availability. Students cannot change from group tuition to individual tuition. No refunds can be given for course changes including changes to a less intensive course.

Students who have obtained an extension to their visa as a result of a course extension cannot cancel that extension and will not be entitled to any refund.

Refunds will be processed by our Accounts Department within 15 working days of receiving the request.

2. visa and immigration guidelines - ireland

Students requiring a visa to study in Ireland should contact the nearest Irish embassy for detailed information and allow at least two months to process visa applications. We can assist with the application procedures for the visa when required. All fees must be paid in advance into the escrow account operated by Pay-to-Study and an invitation letter with details of the transfer will only be issued once the funds have been received in full by bank transfer. If original copies of documents are required from ECI they can be sent by mail free of charge or by courier for a fee of €65. Students who experience delays in having their visa issued can postpone their course.

Visa Refusals: We will refund all prepaid money minus €150 for administration costs on all visa refusals, within 15 working days of receiving the request. Written proof of the visa refusal from the Embassy is required.

Immigration Procedures: All non-EU students attending a course of more than 12 weeks (90 days) duration are required to register with the Immigration Bureau. A fee of €300 is payable to the Immigration Bureau by students

on their initial registration and students will also be charged €300 for any extension of their immigration period. (The registration fee quoted is €300 at time of printing, but may be subject to change).

All non-EU students registered for courses over 12 weeks in length are obliged to register, pay for and sit an approved English-language examination. An examination deposit of €100 is required at the time of booking for all non-EU students who will remain in Ireland for over 90 days.

We recommend that all non-EU students verify visa and Immigration requirements before booking their course (www.inis.gov.ie).

3. holidays for long-term students - ireland

Students are permitted to take holidays depending on the duration of their course. The following regulations apply:

To request a holiday, students should contact the admissions department at least 2 weeks in advance. Non-EU students must schedule all holidays before they register with the GNIB. Unscheduled breaks in study are not permitted except in exceptional circumstances. Once non-EU students have registered their holidays with GNIB they will not be permitted to change these arrangements.

The minimum holiday period permitted is 2 weeks

- Holidays cannot be taken in the middle of a week (must be booked from Monday to Friday)
- Holidays cannot be taken during the first 8 weeks of a student's course and cannot exceed 1/3 of the total weeks already studied
- Upon returning from a holiday, students may have to take a level test before being placed in a class
- In the interest of the student's academic progress, only one holiday is permitted during any 12 week period
- Where possible, students are advised to take holidays only on completion of their current level.

Course weeks booked	Holidays Permitted
12 weeks	1 holiday period
25 weeks	2 holiday periods
48+ weeks	3 holiday periods

Working while Studying: Non-EU nationals with permission to remain in the State for an Academic Year Programme (25+ weeks) are allowed to take up casual employment to supplement their income while studying in Ireland. During term-time and during scheduled vacation periods, students can work up to 20 hours per week. Students can work up to 40 hours per week only during specific periods from December 15 to January 15 and from June to September.

4. Postponement of Courses – ireland

If you cannot attend your course, you may postpone it. All postponements must be made in writing at least seven days prior to the course start date. You have three months in which to inform the Emerald Cultural Institute of your new dates and pay the re-arrangement fee of €65. The Emerald Cultural Institute will hold all fees already received for the three-month period. A course may only be re-arranged once.

5. Public holidays

In the case of public holidays, which occur on a Monday, students may begin their course on the Tuesday of that week. Public holidays are non-refundable.

6. adult Beginners - ireland

Complete beginners can only start their course on fixed dates. Please note that students who test at complete beginners' level outside the above dates will not be permitted to join a group course but can book private tuition at an additional cost.

7. accommodation

Prices for accommodation are quoted per week, 7 nights. Refunds will not be given for early departure. Extra nights in host family and residence are possible subject to availability and an additional charge. Accommodation details will only be sent once all fees have been paid in full. Students wishing to extend their accommodation should check availability well in advance of completion of their initial stay. Students who wish to extend their accommodation but require a change of host family must pay of deposit of €60 (Ireland). This deposit is non-refundable but will be deducted from the first week's accommodation fee. Students can take holidays from their host family accommodation once 2 weeks notice are given. 50% of normal fees are payable during holiday periods.

A deposit for residential accommodation is charged and is payable on the first day. This deposit will be refunded provided that no damage has been caused. Any damage caused by a student to homestay or residential property will be charged to the student or students responsible and the school reserves the right to recover the cost for exceptional cleaning.

Any special dietary requirements, such as gluten free, vegan or dairy free diets, will be subject to a supplement of €20 per week for host family accommodation.

Accommodation arrivals should be on Sundays and we recommend that you check with our Bookings team before confirming flight arrangements.

8. airport transfers

Transfer details should be sent to us at least seven days prior to the arrival of the student. For students booking an airport transfer we ask for the flight number and arrival time. Unless accompanied by an adult, students under 18 must book and pay for transfers on arrival and departure. Missed transfers are non-refundable.

9. discipline

If students' behaviour or conduct is unsatisfactory, they will be subject to the School's disciplinary procedures. A serious breach of conduct may result in expulsion. In the event of an expulsion, fees are not refunded. Additional charges for flights and other costs will not be covered by the school and are the responsibility of the student or, in the case of underage students, their parents/guardians.

10. insurance – ireland

Students must arrange appropriate medical, travel and personal insurance. Students travelling from EU countries should bring their European Health Insurance Card with them. This only entitles students to emergency hospital care and attendance at certain doctors. Please note that this will not cover elective procedures or dental visits. To comply with immigration guidelines, all non-EU students are required to have medical insurance valid for their entire stay in Ireland. We can organise medical insurance for non-EU students at a cost of €110 per year. Students are not insured by the school or by

the family, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences. We will automatically add our medical insurance policy to non-EU Academic Year Bookings in order to facilitate opening a bank account in Ireland - our policy can be used as proof of address which is a requirement of opening a bank account.

vaccinations

The Health Service Executive of Ireland advises all students to ensure they have received two doses of MMR (measles, mumps and rubella) vaccine prior to attendance. Students aged 23 years or younger should also ensure that they have received a MenC vaccine.

insurance – uK

Students must arrange appropriate medical, travel and personal insurance. Students are not insured by the school or by the family/residence, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences.

11. Publicity materials

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for the Emerald Cultural Institute by the student or their parents or legal guardian with acceptance of these terms and conditions.

12. Junior students

For all junior students, parents/guardians must sign and agree to accept the school rules and Terms & Conditions prior to receiving the booking confirmation. For all students under the age of 18, parents/guardians must complete and sign our consent form and return it to the Institute together with the enrolment form.

13. legal notice

The Emerald Cultural Institute reserves the right to change the details of its services, including courses, facilities and course dates where circumstances beyond the Institute's/company's control necessitate such changes or where the number of enrolments is not enough to operate a course viably. The right is also reserved to decline any person at any time without liability.

The Emerald Cultural Institute gives notice that all arrangements for transport, activities or for accommodation are made by the Emerald Cultural Institute as an agent upon the express condition that they shall not be liable for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of any defect in any vehicle or through the acts of default of any company or persons engaged in conveying the passenger, or in carrying out the arrangements of the programmes, or otherwise in connection therewith of any family member. No responsibility is accepted for losses or additional expenses due to delays or changes in air, sea, rail, bus or other services, sickness, weather, war, quarantine, strikes, or other liability. The contents of Emerald Cultural Institute's promotional brochures are intended for information purposes only and do not constitute a contract between the Institute and any student or third party. The Institute reserves the right to make changes which may effect courses, curriculum of courses, programmes or any other content announced in the publications, without prior notice.