

GENERAL ENGLISH COURSES START DATE: ANY MONDAY

COURSE	Standard General English 20 lessons / 09:00-12:30	Intensive General English 30 lessons / 09:00-12:30 & 13:30-15:00	Combination Course 20 lessons + 5 One-to-One
1-11 Weeks	€205	€255	€455 Low Season Only
12-24 Weeks	€190	€230	
25-35 Weeks	€180	€215	
>35 Weeks	€175	€205	

BUSINESS ENGLISH COURSE START DATE: ANY MONDAY

COURSE	DETAILS	TIMETABLE	PRICE PER WEEK
Business English	20 lessons + 10 Business English lessons Level requirement: Minimum strong B1	09:00-12:30 & 13:30-15:00	€255

SUMMER COURSES FOR STUDENTS OVER 30 YEARS OLD START DATE: ANY MONDAY FROM 02 JUL TO 17 AUG 2018

COURSE	DETAILS	TIMETABLE	PRICE PER WEEK
Standard General English	20 lessons	09:00-12:30	€230
Intensive General English	30 lessons	09:00-12:30 & 13:30-15:00	€280

- A minimum half of each class is guaranteed to be 30+*

* Operational factors may require that some students under 30 years join classes; All reasonable efforts will be made to ensure that such students are as close to 30 as possible

CAMBRIDGE EXAMINATION PREPARATION COURSES START DATE: CHECK COURSE DATES ON PAGE 2

Intensive 6 week course

COURSE	DETAILS	TIMETABLE	PRICE PER COURSE
Cambridge FCE	30 lessons / Level requirement: Minimum strong B1	09:00-12:30 & 13:30-15:00	€1680
Cambridge CAE	30 lessons / Level requirement: Minimum B2	09:00-12:30 & 13:30-15:00	€1680

Intensive 4 week course

COURSE	DETAILS	TIMETABLE	PRICE PER COURSE
Cambridge FCE	30 lessons / Level requirement: Minimum strong B1	09:00-12:30 & 13:30-15:00	€1220
Cambridge CAE	30 lessons / Level requirement: Minimum B2	09:00-12:30 & 13:30-15:00	€1220

- There is a pre-test when you book the course and an entry test on your first day of school
- Minimum number of 8 students required to run the course

- Once you have been accepted for the course, you will not be able to change your exam course to General English

IELTS EXAMINATION PREPARATION COURSES START DATE: ANY MONDAY

COURSE	DETAILS	TIMETABLE	PRICE PER WEEK
Standard IELTS	20 lessons / Level requirement: Minimum strong B1	09:00-12:30	€205
Intensive IELTS	30 lessons / Level requirement: Minimum strong B1	09:00-12:30 & 13:30-15:00	€255

ACADEMIC YEAR PROGRAMME FOR NON EU/EEA STUDENTS START DATE: ANY MONDAY

COURSE	DETAILS	TIMETABLE	PRICE PER COURSE
Standard Academic English	20 lessons / 25 weeks tuition + 8 weeks holidays	09:00-12:30	€4500
Intensive Academic English	30 lessons / 25 weeks tuition + 8 weeks holidays	09:00-12:30 & 13:30-15:00	€5375

ENGLISH COURSES FOR TEACHERS START DATE: CHECK COURSE DATES ON PAGE 2

COURSE	DETAILS	TIMETABLE	PRICE PER COURSE
Teacher Refresher	25 lessons / Minimum B2 & suitable for Secondary Teachers	09:00-12:30 & 13:30-14:30	€890
Content & Language Integrated Learning	25 lessons / Minimum B1 & suitable for Secondary Teachers	09:00-12:30 & 13:30-14:30	€890
Young Learner Teacher Training	25 lessons / Minimum B1 & suitable for Primary / Secondary Teachers	09:00-12:30 & 13:30-14:30	€890

- Course price includes course material
- Minimum number of 8 students required to run the course

- Minimum age 22 years old
- Eligible for Erasmus+ Funding: PIC Number 917146641



ADDITIONAL CHARGES

ITEM	PRICE
Course Registration Fee	€55
Course Textbook and Materials	€55
Exam Textbook and Materials (Cambridge and IELTS)	€80
High Season Supplement (General, Business English and IELTS). *Only 1-11 weeks booking. From 02 Jul to 14 Sep 2018	€25 per week
Exam Registration Fee (FCE/CAE)	€180
Exam Registration Fee (IELTS)	€215
Exam Registration Fee (TIE)	€135
Medical Insurance (for non EU/EEA students)	€125

COURSE DATES

EXAM PREPARATION COURSES

COURSE	DATES	EXAM DATES
Intensive 6 week courses		
FCE	From 30 Apr to 08 Jun 2018	09 Jun 2018
	From 01 Oct to 09 Nov 2018	10 Nov 2018
CAE	From 23 Apr to 01 Jun 2018	02 Jun 2018
	From 24 Sep to 02 Nov 2018	03 Nov 2018

Intensive 4 week courses

COURSE	DATES	EXAM DATES
FCE	From 02 Jul to 25 Jul 2018	26 Jul 2018
	From 30 Jul to 22 Aug 2018	23 Aug 2018
CAE	From 02 Jul to 24 Jul 2018	25 Jul 2018
	From 30 Jul to 23 Aug 2018	24 Aug 2018

TEACHER COURSES

COURSE	DATES
Teacher Refresher	From 09 Jul to 20 Jul 2018
Content & Language Integrated Learning	From 16 Jul to 27 Jul 2018
Young Learner Teacher Training	From 07 Aug to 17 Aug 2018

AIRPORT MEETING AND TRANSFER OPTIONS

DETAILS	PRICE
Dublin Airport Meeting Service: Met by school representative and accompanied to coach departure; single coach transfer ticket. This service does not include a meeting or pick up service in Galway	€150
Dublin Airport Transfer Service: Met at airport by school representative or private taxi and transferred to accommodation in Galway; 50% discount for second person	€350
Shannon Airport Transfer Service: Met at airport by school representative or private taxi and transferred to accommodation in Galway; 50% discount for second person	€160
Knock Airport Transfer Service: Met at airport by school representative or private taxi and transferred to accommodation in Galway; 50% discount for second person	€160

- All prices are per person; return prices are double the single price

ACCOMMODATION

ROOM TYPE	PRICE PER WEEK		
	Standard Residence*	Executive Apartment*	Host Family
Standard Single Room	€180	€215	€195
En-Suite Single Room	€205	€240	€260
Standard Double or Twin Room	€110	€145	€180
En-Suite Double or Twin Room	€130	€165	€245

* Sharing apartment with other Atlantic students

ADDITIONAL CHARGES

ITEM	DETAILS	PRICE
Accommodation Placement Fee	Host Family / Apartment Accommodation	€55
High Season Supplement Apartment	From 30 Jun to 15 Sep 2018	€40 per week
High Season Supplement Host Family	From 30 Jun to 15 Sep 2018	€25 per week
Extra night per person	Standard room Host Family Accommodation	€35
Extra night per person	En-suite room Host Family Accommodation	€45
Supplement fee	Special dietary requirements (e.g. coeliac)	€30 per week



MAKING A BOOKING & FEE PAYMENT

- Registrations may be made by completing the on-line Booking Form at www.atlantic.ac/booking and full payment of fees must be made within 5 days of receipt of the Proforma Invoice. Any Bookings made less than 28 days before the course start date must be paid in full at the time of Booking.
- Upon receipt of your registration form, the school will confirm your place and send you a Proforma Invoice within 2 working days.
- Bookings must be for a minimum duration of 1 week.
- Atlantic Language reserves the right to transfer students between sites for operational and academic reasons.
- Booking requests for specific school centres cannot be guaranteed.
- Atlantic Language reserves the right to refuse Bookings.
- Bookings will be cancelled automatically, according to the cancellation policy, for non-payment.
- Payments are only accepted in Euro and may be made by bank transfer or by credit or debit card (Visa or MasterCard). All bank charges are the responsibility of the student. Credit card and non-Irish debit card payments are subject to a bank administrative fee of 2.0% of the total transaction amount.
- All payments must include the Payment Reference or Invoice Number and Student's Name. Atlantic Language cannot guarantee that a payment has been received unless it includes this information.

COURSE CANCELLATION/CHANGES TO BOOKINGS

Notice of cancellation must be provided in writing and applies from the date it is received by Atlantic Language.

Days before commencement	Refundable fees
28+ days	Full fees
14-27 days	Full fees paid subject to a minimum charge of €360
7-13 day	50% of fees paid subject to a minimum charge of €360
Less than 7 day	30% of fees paid subject to a minimum charge of €360
On/after start	No refund

- All changes between one course and another, including changing from General English to Exam preparation programmes, upgrades in group courses, changes from group courses to private tuition are subject to availability and are at the complete and sole discretion of Management
- Course Changes requested within 7 days of course commencement are not possible
- Date changes for courses are permitted with 7 days' advance notice and subject to the availability
- No refund is available where a Course Change is taken to a less intensive course: the duration of the less intensive course may not be longer than the original booking
- Courses Booked may not be transferred from one person to another

GENERAL INFORMATION

- General, Business, 30+, IELTS and Academic Year courses start any Monday, or where necessary due to public holidays, Tuesday. Classes missed due to Public Holidays will not be made up
- Special Courses, including Cambridge Examination Preparation courses and Teacher Training courses are offered on defined dates
- All lessons = 45 minutes except Private lessons = 60 minutes (Private lessons are only available during low season)
- Atlantic Language operates several school centres. Students at each centre have access to facilities at the other
- The maximum class size for group classes is 14 students.
- General Business, Teacher Training, IELTS and Cambridge Examination Preparation courses each require a minimum of 8 people to operate. If this number is not reached, an alternative course may be offered
- Atlantic reserves the right to cancel a course if there is not sufficient demand for it. In this case, full refunds will be given
- Classes begin at 09.00, however timetables may change. In any case, classes will take place between Monday and Friday and between the hours of 09.00 and 17.30. All changes will be notified in advance.
- The minimum age for adult courses is 17 years. (Non EU staying over 90 days must be 18 years)

Students who are 17 years of age

1. Are required to stay in HF for the entire period
1. Are required to provide a fully completed Parental Consent
2. Students with Special Dietary or Medical Considerations are accepted solely at the discretion of Atlantic Language
3. The use of alcohol, drugs or other proscribed substances is forbidden. Students found in possession or found taking alcohol, drugs or other proscribed substances will be sent home immediately at parents'/guardians' expense. Parents/guardians will be advised of the termination of the student's stay and must make arrangements for the student's immediate return home. No refund of fees will be permitted in this circumstance.
4. Under the provisions of Irish law young people under the age of 18 years of age may not visit Public Houses (Pubs) and they may not purchase alcohol or tobacco products.
5. Are subject to a curfew: they must be at their nominated host family by 22.30 each night and may not be away from their host family after this time except under specific supervision of a school nominated leader or their host family.
6. Under 18 year old students undertake to abide by the rules.

ACCOMMODATION - HOST FAMILIES & APARTMENTS

- Host family accommodation is on a Saturday to Saturday or Sunday to Sunday basis (7 nights).
- Residential accommodation is based on a Saturday to Saturday basis only (7 nights).
- The minimum accommodation booking is 1 week in duration and is subject to availability for dates requested
- Students are advised to book in advance to avoid disappointment especially for studies during the high season
- Extra-night accommodation in Host family may be requested and may be offered at a nightly rate subject to availability. There is no facility for the booking of extra nights in Residences.
- Accommodation details are sent 3 weeks (during low season) or 2 weeks (during high season) prior to course commencement and upon the receipt of full fees
- Host family accommodation consists of half board Monday to Friday (breakfast and evening meal) and Full board at the weekends (lunch included)
- Residential accommodation is provided on a self-catering basis and is described on the Atlantic Language website: www.atlantic.ac/accommodation Depending on availability, Atlantic Language may use alternative apartments to those advertised on our web site. The terms and conditions of these apartments may differ from our more commonly used apartments
- Apartments vary in terms of size, shape, location, facilities, etc. Requests for specific apartments cannot be guaranteed, particularly during peak periods
- Should a student wish to change Host Family, Atlantic Language will only do so after discussing the situation and reasons with both the student and the family
- Students are advised that the travel distance and time between accommodation and the school may vary
- Families may host students of a number of nationalities. Students booking single room option will not be placed with students of the same mother tongue in Host family. This is not guaranteed for students booking twin/double room option. Twin and double room prices are based on two people sharing by a couple or friends only
- Students staying with Host Families will have their clothes washed once a week
- Apartments are fully equipped, however some apartments do not have a washing machine but the laundrette at reception can be used for an additional cost
- Special Requests (e.g. regarding diet, pets, children, etc.) must be made at the time of the initial Booking. Atlantic Language may not be able to accommodate special requests after a student has been placed. If several Special Requests are made on behalf of the same student, the School reserves the right to prioritize the importance of each request
- There will be an extra charge for Special Dietary Requests
- There is a Code of Conduct that must be respected between Host Family and student. The details of this are available in the Student Handbook and on request from the Accommodation Manager
- Apartment residents must complete and sign an Apartment Damage or Loss Liability Agreement before arrival. In addition, the resident is responsible for the replacement cost of keys, key cards or fobs or other access devices lost or damaged during their stay. This cost is €50
- Depending on availability, Atlantic Language may use alternative apartments to those advertised on our website
- The terms and conditions of these apartments may differ from our more commonly used apartments

**TERMS & CONDITIONS**

- Atlantic Language assumes no responsibility for loss, delay or accident of any kind whatsoever that may occur due to fault or negligence of any company or persons carrying out ancillary arrangements outside of its control.
- Atlantic Language reserves the right to cancel any arrangements or bookings without prior notice if Fee Payment conditions are not met.
- Atlantic Language reserves the right to Refuse or Cancel Bookings in circumstances where school or accommodation facilities are unsuitable for a student's specific needs.
- Students absent from their classes for two weeks or more without a valid Medical Certificate or Prior Agreement will be removed from Classes. In cases where a Medical Condition makes it impossible for a student to complete a course, and if this condition existed but was not advised to Atlantic Language at the time of the booking, Atlantic Language refuses any liability and no refund will be given.
- Should a student behave in an unseemly and/or inappropriate manner that may bring the school or its agent(s) into disrepute or cause damage to its reputation or standing in any way, either real or imagined, he/she will be asked to leave the school immediately. The Directors of Atlantic will be the sole arbitrators in any such event.
- A serious misdemeanour or infringement of the laws of Ireland will result in instant dismissal from the school. Costs incurred by the student as a result of dismissal in these circumstances from the school are the sole responsibility of the student and Atlantic will accept no liability of any kind.
- The student is responsible for any damage or injury he/she may cause to buildings, furniture, fittings, individuals' or accommodation property, etc., while registered with Atlantic Language.
- Atlantic Language reserves the right to change, without notice, the contents, dates, times, locations or any other details of course(s) brought about by political events, natural disasters, weather or any other events considered by the organisers to be pertinent.
- If we do not enforce any condition of these Terms and Conditions or we delay in enforcing it, this will not prevent us from retrospectively enforcing the Condition(s) and will not constitute a waiver of that Condition.
- Any disputes in relation to Services Provided or Accounts will, where necessary, be heard in the courts of the Republic of Ireland where the bulk of the service is being carried out. The interpretation of these Terms and Conditions, all agreements and communications with Atlantic Language shall be through the English language.
- Atlantic Language's full Terms and Conditions and Policies are available on the following link <https://www.atlanticlanguage.com/policies>

HEALTH AND TRAVEL INSURANCE

- All students are strongly advised to take out full and suitable travel and health insurance. EU/EEA nationals are advised to obtain an EHIC (European Health Insurance Card, formerly an E111) as minimum cover: see <http://www.hse.ie/eng/services/list/1/schemes/EHIC/>
- Students from non-EU/EEA countries must have medical insurance. This can be organised by the school. The Irish immigration authorities have particular requirements which may apply: please see www.atlantic.ac/policies for further information.
- Atlantic Language will not cover costs that may arise as a result of the need for treatment or repatriation of a student.
- Students are responsible for their own personal property and are advised to insure against loss of fees and/or expenses that may be incurred due to cancellation, sudden or early departure as Atlantic Language will offer no refunds for days missed, late arrival or early departure

VISAS

- Students who are non-EU/EEA citizens may require a Study Visa to enter Ireland. For full details visit www.inis.gov.ie Study Visas require a minimum course booking of 15 hours per week. Students wishing to work while studying must be registered on an Academic Year Programme and must also register for a recognised examination
- A minimum of 6 weeks are required for Visa Applications to be processed by the Irish authorities.
- All non-EU/EEA citizens who plan to be in Ireland for more than 90 days must register with the Garda National Immigration Bureau (GNIB) before the date stamped in their passport.
- It is necessary to pay all school fees in advance when making a Visa Application.
- All fees paid (except an administrative fee of €300) can only be refunded in the following cases:
 1. Visa is refused before travelling to Ireland
 2. Permission to Land, on arrival Ireland, is refused and the student must return to their point of origin
 3. Permission to Remain in Ireland (after the date entered in the passport) is refused after arrival in Ireland - fees paid for the period after initial permission days from arrival are refunded
 4. Visa or Permission to Remain Extension application is refused - fees paid for the period of the booking extension are refunded except for any portion of an extended course used
- Fees will not be refunded if a Visa is Refused because of the submission of false information.
- Fees cannot be refunded where a Visa is granted, even if the issuing of the Visa is delayed by the authorities. In such case, the Course and Accommodation Bookings may be deferred in entirety by the number of Visa delayed weeks, provided that at least 14 days written notice is provided to Atlantic Language. Course Fees may change if the Course does not take place in the calendar year.
- It is the student's responsibility to be aware of and comply with the Visa and Immigration Registration requirements of the Irish authorities. Atlantic Language will assist but cannot be responsible for students' legal responsibilities.
- Applications for Refunds must be made in writing to the Student Services Manager, Fairgreen House, Galway, Ireland. All Refund Applications must include the letters of Visa Refusal and the Visa Application or GNIB Number and clear proof that the applicant is not in Ireland.
- The Student Services Manager will inform the Refund Applicant of the documents and evidence required in order to apply for a refund, and will confirm to the Applicant when a Complete Application has been received.
- Refunds are processed within 21 working days of Atlantic Language receiving a Complete Application for Refund. Refunds are issued in Euro and only paid to the bank account or bank card of the registered student. Banks may make additional transfer, foreign exchange and receiving charges.

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