

Full-time Courses Refund/Cancellation policy

This policy applies to all full-time courses in English as a Foreign Language offered by the Language Centre.

Tuition fees

If you withdraw or cancel *after* paying your tuition fees but *before* the course starts, you will receive a refund only on grounds of illness, or family crisis, or visa refusal.

- Illness: you must send us a medical certificate.
- Family crisis: you must send us a document, for example a family death notice.
- Visa refusal: you must send us your visa refusal letter.

In all cases, the Language Centre will charge you €250 as an administration fee.

Refunds are made by bank transfer if you live outside Ireland.

In addition, if you withdraw or cancel *after* the course has started, you will be charged for any part of the course you have already attended.

Host family accommodation

If you withdraw or cancel *after* paying your host family accommodation fee, you will receive a refund only on grounds of illness, or family crisis, or visa refusal.

- Illness: you must send us a medical certificate.
- Family crisis: you must send us a document, for example a family death notice.
- Visa refusal: you must send us your visa refusal letter.

In all cases, the Language Centre will charge you one week's accommodation cost as an administrative fee.

Refunds are made by bank transfer if you live outside Ireland.

In addition, if you withdraw or cancel *after* the course has started, you will not receive a refund for the weeks that you have spent in the host family accommodation.

Self-catering accommodation

If you withdraw or cancel *after* paying your self-catering accommodation fee, you will receive a

refund only on grounds of illness, or family crisis, or visa refusal.

- Illness: you must send us a medical certificate.
- Family crisis: you must send us a document, for example a family death notice.
- Visa refusal: you must send us your visa refusal letter.

In all cases, the Language Centre will charge you one week's accommodation cost as an administrative fee.

Refunds are made by bank transfer if you live outside Ireland.

In addition, if you withdraw or cancel *after* the course has started, you will not receive a refund for the weeks that you have spent in the self-catering accommodation.

If the self-catering complex cannot find another student to fill the place, you may be charged more.

What to expect if a course does not take place

We need a minimum number to form a class. Very occasionally, a class may not run due to insufficient numbers.

If this happens, the Language Centre will transfer you to a different course or courses of the right level. If this is not possible, you will receive a full refund.

Part-time Courses Refund/Cancellation Policy

This policy applies to all part-time courses in English as a Foreign Language offered by the Language Centre.

Tuition Fees

If you withdraw or cancel *after* paying your tuition fees but *before* the course starts, you will receive a refund only on grounds of illness, or family crisis, or visa refusal.

- Illness: you must send us a medical certificate.
- Family crisis: you must send us a document, for example a family death notice.

In all cases, the Language Centre will charge you €50 as an administration fee *plus* €15 as a placement testing fee.

Refunds are made by bank transfer only.

In addition, if you withdraw or cancel after the course has started, you will be charged for any part of the course you have already attended.

What to expect if a course does not take place

We need a minimum number to form a class. Very occasionally, a class may not run due to insufficient numbers. If this happens, the Language Centre will transfer you to a different course or courses of the right level. If this is not possible, you will receive a full refund less placement teaching fee.