

Medical Insurance

IRELAND:

Medical Insurance can be arranged at a cost of €110 per annum.

UK:

If you are to travel as part of a group to a Centre of English Studies in the UK we can help you arrange insurance as part of your package price.

We advise all clients to take out full medical insurance prior to their arrival. CES cannot be held responsible for medical costs incurred if a student does not specifically request medical insurance cover. Citizens of the European Union countries should bring the EHIC card with them.

Adult Classes

At peak times of the year, adult classes can take place at alternative premises other than our main teaching centres.

Junior Groups (Winter)

Where groups book mid-week to mid-week, it may not be possible to provide classes on the Monday and Tuesday of their last week. Additional tuition will be given in lieu of this during the afternoon period.

Group Leaders

Group Leaders will be supplied with a Group Leader Handbook, which outlines their duties. It is important that Group Leaders read this handbook carefully. Group Leaders are expected to attend the centre each day and to accompany their group on all social and cultural excursions and activities. Accommodation will be full-board in Dublin, Worthing and Leeds and half-board in Wimbledon and Oxford. In the peak month of July it may not be possible to provide single room accommodation for Group Leaders. It is not feasible for a Group Leader with a group at a Junior suburban centre to attend an Adult / Teachers Course at the city centre Adult School. We advise all Group Leaders to bring a mobile phone with them and to give this number to the centre principal in case of emergency. The host family phone is there for students to contact the Group Leader. The phone can be used in emergency situations only.

In the UK, for each group leader, Centre of English Studies must receive prior to arrival, a declaration of suitability to work with children from the agent or group organiser. Centre of English Studies will also forward all medical and consent to travel forms in advance of arrival for completion by parents/guardians.

Phone Calls

Students can only make emergency phone calls from the host family telephone under supervision. Agents will be responsible for recouping costs of calls made without permission.

Text Books (Adults)

Text books are not included in our fee and cost approximately €35 (Ireland)/£35 (UK). Agents who wish to include the book must advise CES so that the cost of the book will be added to each invoice. Book rental may be organised for groups only.

Accommodation

It is important that Agents make special requests (i.e. no pets, vegetarian, etc.) on their initial booking. It is too late to make these requests after students have been placed. Where a number of special requests are made for one student, CES reserve the right to fulfil what we feel to be the most important request. Agents should advise CES of any special dietary needs, such as lactose intolerance, gluten intolerance, coeliac or vegan. There will be an extra charge for students requesting a special diet of approximately €30 (Ireland)/ GBP£15 (UK) p/w.

Smoking

Smoking is not permitted in any public buildings in Ireland or England (schools, residences, etc.). It is not acceptable to smoke in a host family home.

Public Holidays

CES will be closed on the following Public Holidays:

IRELAND - Please note that the school will be closed on the following dates:
02/01, 17/03, 14/04, 17/04, 01/05, 05/06, 07/08, 30/10
22/12/17 - 02/01/18

UK - Please note that the school will be closed on the following dates:
02/01, 14/04, 17/04, 01/05 (CES England only), 29/05 (CES England only),
28/08 (CES England only), 22/12/17 - 02/01/18

When public holidays occur on a Monday, students will begin their course on a Tuesday. No extra classes will be arranged to make up group lessons missed on public holidays and there is no refund of fees or credit given.

Please note there is no refund for clients who downgrade from Intensive to Standard Course during the first four weeks of their stay. After the first four weeks the fee can be refunded through the Agent at the discretion of a Director of CES.

Beginners arriving on dates other than the published start dates for beginners may have class in the afternoon, or at the lowest level operating at that time, or must take individual tuition. It may be necessary for absolute beginners to have one-to-one tuition until they reach a suitable level. Their group class fee will be offset against these charges.

Cancellation & cancellation fees

All cancellations must be notified in writing.

Group Bookings

1. Notice provided of up to 14 days prior to arrival date – cancellation fee of deposit paid.
2. Notice provided of less than 14 days prior to arrival – no refund given.

Individual Bookings

1. Accommodation Fees - notice provided of 2 weeks - full refund given.
2. Tuition and other fees:-
 - 2.1 Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland)/GBP£200 (UK).
 - 2.2 Notice provided of less than 14 days prior to arrival - no refund given.

Where a visa has been refused, CES will refund fees to the Agent on receipt of evidence of the visa refusal plus the refusal number. All fees which have been paid will be refunded, less the deposit paid. Where refunds are made by bank transfer, the bank charges will also be deducted from the balance.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will not adjust your tuition or accommodation end date and no refund will be made.

Curtailement

There is no refund of fees for curtailment of a course after commencement.

These terms also apply to students who are part of a group. The cancellation fees will be waived if there is a replacement student.

Independent Course Selection Arrangements

If, for any reason, students make their own arrangements for further study in Ireland or UK, the contract between CES and the student will be considered broken and no refund will be made.

Expulsion

No refund.

General Conditions

- CES does not accept responsibility for costs incurred due to flight delays, (i.e. accommodation etc.)
- CES does not take responsibility for any loss or theft of belongings.
- Students are expected to have appropriate medical and baggage insurance.
- There is no refund of fees for days missed during the course, or for late arrival or early departure, or for public holidays.
- There is a fee of €30 (Ireland)/£15 (UK) on all payments made by bank transfer.
- CES reserves the right to cancel all arrangements and bookings without prior notice if our payment conditions are not met. All operators working with CES will be deemed to have agreed to these conditions without variation once they have made a booking.

Facebook and Social Media

CES reserves the right to expel any student found abusing or insulting any other CES student, or homestay accommodation, on any form of social media.

Legal Notice

CES reserve the right to alter and amend information contained in this handbook without notice. We reserve the right not to accept applications.

Supplements

CES reserves the right, if necessary, to add a supplement for airport transfers and tours to all students and groups.

All prices are valid until 31st December 2017.