



## Terms and Conditions

### **Making a booking & fee payment**

Bookings can be made via the on-line booking form at <https://www.atlanticleague.com/>

The school will acknowledge all bookings within 2 working days.

Atlantic Language Ltd will provide a provisional confirmation of the booking by email once the completed booking form has been received.

Once the student agrees to make a booking, a detailed invoice will be issued by the school. This invoice will provide full details of the booking and the booking fees.

The payment of full fees is required at least 28 days before the arrival date.

Payment for bookings made less than 28 days before the course start date must be paid in full at time of booking.

Payments are only accepted in Euro and may be made by bank transfer, credit / debit card (Visa / MasterCard) or Flywire. All bank charges are the responsibility of the student. Credit card and non-Irish debit card payments are subject to an 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.

Atlantic Language reserves the right to cancel any arrangements or bookings without prior notice if Fee Payment conditions are not met.

All bookings are subject to the school's terms and conditions.

### **Booking Cancellations**

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

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28+ days	Full fees paid
14 – 27 days	Full fees paid subject to a minimum charge of €250
7 – 13 days	50% of fees paid subject to a minimum charge of €250
Less than 7 days	30% of fees paid subject to a minimum charge of €250
On/after arrival	No refund

\* terms also apply to Accommodation Fees

\*\* these terms will not apply under Force Majeure conditions

### Force Majeure

Atlantic Language is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disasters that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, internet or telephone service. COVID 19 is an infectious disease which is to be considered as a case of Force Majeure. Refunds will not be made in such circumstances.

In the event of an outbreak of an infectious disease, all students and or parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.

### Changes to bookings (not applicable to Academic Year Programme)

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.

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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

More than two changes to a booking will incur a €30 charge

### **Changes to bookings for Academic Year Programme**

After course commencement students can change course once (e.g.: AYGE to IELTS, AM class to PM class) without incurring a registration fee. However any difference in the value of the courses must be paid.

All changes between one course and another, including changing from General English to Exam Preparation programmes, are subject to availability and are at the complete and sole discretion of Management.

A course change fee of €30 per change will apply from the second change onwards.

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.

Course holiday cannot be amended.

Extending or upgrading a course is possible without a fee.

### **General Information**

General English, English for Work, IELTS and Academic English 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 and 30+ courses, are offered

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The maximum class size for adult group classes is 14 students.

The minimum age for adult courses is 18 years.

Atlantic Language reserves the right to cancel a course if there is not sufficient demand for it. In this case, full refunds will be given.

Classes generally 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 17.15. All changes will be communicated in advance.

IELTS, Cambridge Examination Preparation and Erasmus courses each require a minimum of 8 people to operate. If this number is not reached, an alternative course may be offered.

Students with special Dietary or Medical Considerations are accepted solely at the discretion of Atlantic Language.

## **VISAS**

Students who are non-EU/EEA citizens may require a Study Visa to enter Ireland. For full details visit [www.inis.gov.ie](http://www.inis.gov.ie) < <http://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 fee of €300, which is a Non-Refundable deposit, must be paid before we process the booking.

A minimum of 6 weeks is 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.**

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Visa is refused before travelling to Ireland.

Permission to Land, on arrival in Ireland, is refused and the student must return to their point of origin.

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.

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.

Valid for bookings from 1 January 202 until further notice. All prices are stated in € (euro).

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.

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 sent via email to **contact@atlantic.ac**. 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 Registrations 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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an E111) as minimum cover: see <http://www.hse.ie/eng/services/list/1/schemes/EHIC/> < <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 <https://www.atlanticleague.com/immigration-guidelines-for-non-eea-students/> < <https://www.atlanticleague.com/immigration-guidelines-for-non-eea-students/>> for further information.

All students from non-EU/EEA countries who are attending an Irish English Language School must have Learner Protection Insurance known as **PEL** (Protection for Enrolled Learners). Please contact the school 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.

### **Accommodation – Apartments & Host Families**

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.

Students are advised that the travel distances and time between accommodation and the school may vary.

Accommodation details are sent upon the receipt of full fees.

### **Apartments**

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Residential accommodation is provided on a self-catering basis and is described on the Atlantic Language website: <https://www.atlanticleague.com/student-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.

Apartments are fully equipped; however, some apartments do not have a washing machine but the launderette at reception can be used for an additional cost.

### **Host Families**

Host family accommodation is on a Saturday to Saturday or Sunday to Sunday basis (7 nights).

Extra-night accommodation in Host Family may be requested and may be offered at a nightly rate of €40 for a Standard Room or €50 for Comfort Room (with private bathroom).

Host family accommodation consists of half board Monday to Friday (breakfast and evening meal) and full board at the weekends (lunch included).

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.

Families may host students of several nationalities. Atlantic Language will endeavour to place students in family homes with students of a different mother tongue. However, during high season this may not always be possible.

Students staying with Host Families will have their clothes washed once a week.

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

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There is a Code of Conduct that must be respected between Host Family and student. Details are available in the Student Handbook and on request from the Accommodation Manager.

### **General Terms and 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 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,

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If we do not enforce any condition of these Terms and Conditions or delay in enforcing it, this will not prevent us from retrospectively enforcing the Condition(s) and will not and will not constitute a waiver of that Condition.

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