

ATC Language Schools

Adult Booking Terms & Conditions

We hope that you are looking forward to your English course with us in Ireland and exploring our beautiful country, we want to provide you with some assurances when you are planning your course. While we hope this answers any concerns you have, we also recommend that you source the correct travel and medical insurance for your situation.

Bookings

All course and accommodation bookings are subject to availability.

Some courses may require a minimum level of English, please contact us to confirm this prior to making the booking.

Payments

Payments for all courses must be made at least 28 days prior to arrival.

If the course start date is less than 28 days prior to arrival at the time of booking, payment must be made on receipt of the invoice.

All students required to apply for a visa in advance of travelling to Ireland must pay their full fees in advance to the ATC Language & Travel escrow account, details to be provided on the invoice.

All courses must be paid in full in order for the student to begin the course.

Cancellations and postponements

If you let us know in writing by e-mail that you wish to cancel or postpone your course at least 28 days before your planned arrival date, you can choose one of the following –

- postpone your course and accommodation in full to a later date.
- a full refund less any bank fees.
- if you do not have a date in mind at this time a credit voucher will be issued for the full number of weeks.

If you let us know in writing by e-mail that you wish to cancel or postpone your course within 28 days of arrival and before 7 days prior to arrival, you can choose one of the following –

Course and Host Family Accommodation -

- postpone your course in full to a later date, less 1 week.
- a full refund of your course less 1 week and any bank fees.
- If you do not have a date in mind at this time a credit voucher may be issued for the full remaining weeks less 1 week.

Residential Accommodation -

- postpone your accommodation in full to a later date, less 4 weeks.
- a full refund of your accommodation less 4 weeks and any bank fees.
- If you do not have a date in mind at this time a credit voucher may be issued for the full remaining weeks less 4 weeks.

If you let us know in writing by e-mail that you wish to cancel or postpone your course within 7 days prior to arrival, you can choose one of the following –

Course and Host Family Accommodation -

- postpone your course in full to a later date, less 2 weeks.
- a full refund of your course less 2 weeks and any bank fees.
- If you do not have a date in mind at this time a credit voucher may be issued for the full remaining weeks, less 2 weeks.

Residential Accommodation -

- postpone your course in full to a later date, less 4 weeks.
- a full refund of your course less 4 weeks and any bank fees.
- If you do not have a date in mind at this time a credit voucher may be issued for the full amount less 4 weeks.

Once your course has started

If you have started your course with us in Ireland and cannot continue, you can choose one of the following –

- a credit voucher for the remaining number of full weeks of your course and host family accommodation, less 2 full weeks.
- for residential accommodation a credit voucher for the remaining number of full weeks, less 4 weeks will be issued.

Individual Tuition – Face to Face and Online

If you cannot attend individual tuition or need to change the planned lesson time, the following terms apply –

- More than 7 days - a full refund less any bank fees can be chosen, or rescheduling the tuition subject to availability.
- Within 7 days and 24 hours prior to class - rescheduling will be available at no extra charge, subject to availability.
- Within 24 hours notice - the class cannot be rescheduled and is non-refundable.
- In the case of non-attendance no refund will be due.
- Notice must be given in writing by e-mail to the Director of Studies.

Visa invitation

- If an agent or student requests that ATC provide a visa invitation letter, payment in full must be made and a copy of the passport should be sent by e-mail.
- All students required to apply for a visa in advance of travelling to Ireland must pay their full fees in advance to the ATC Language & Travel escrow account, details to be provided on the invoice.
- Any request should allow 72 hours (3 working days) for the school to arrange and send the letter by e-mail.
- If, for any reason, the visa application is not successful, a digital copy of the refusal letter must be sent to ATC and a full refund, less €75 administration and bank fees per person, will be issued.

Notes:

- A booking is not confirmed until payment is received in full.
- Course and accommodation start date will be confirmed for students from visa requiring countries once the visa is issued and a copy of the visa is sent to ATC by e-mail.
- All vouchers and credit notes will be issued with an expiry date of the end of the following calendar year, to be taken subject to availability.
- Residential accommodation in Dublin is arranged by ATC with a 3rd party provider.
- A damage deposit of €200 is required for all ATC students and group leaders staying in residential accommodation arranged by ATC, in Bray and Dublin. This is payable by card or cash on the first day of school and will be refunded within 24 hours prior to departure as long as no damage is caused.
- Please note that ATC Language Schools will follow and uphold the guidelines and regulations being registered on the ILEP regarding any changes to bookings for visa students.
- Students should contact their booking agent for assistance in the first instance of changing or amending their booking.

Adult Terms and Conditions updated March 2023.

www.atclanguageschools.com

info@atcireland.ie