



LOCATIONS ▾ COURSES ▾ PRICES ACCOMMODATION SOCIAL

USEFUL INFO ▾

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# Our Terms & Conditions

Find our terms and conditions for our adult programmes below.

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+ **Atlas Dublin Terms & Conditions - Adult Programmes**

- **Atlas Malta Terms & Conditions - Adult Programmes**

## 1. Admission

**Minimum age**

## Our Courses

General &

Intensive English





signed a Parental Consent form. By signing this form parents acknowledge that their child will be studying in an accommodation centre and will be treated as an adult and that Atlas Language School is not legally responsible for the child.

### Course level

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We offer classes from Elementary to Advanced level (CEFR). In exceptional circumstances, or by prior arrangement, we may be able to accommodate beginner level students. Beginner level students may be requested to attend extra classes at additional cost. Atlas reserve the right to refuse or cancel an enrolment if a student is at a beginner level of English.

### Course

A course consists of 20 or 26 tuition lessons, 50 minutes each. During busy times, classes will run in both morning and afternoon and may be held in additional centres. Course always start on a Monday and finish on a Friday. It is **not** possible to start a course during the week. During busy times, classes will run in both morning and afternoon and may be held in additional centres.

### Course Fees

Adult course fees include tuition, placement test, student welcome pack, free access to study club options, wifi, end of course certificate. A course registration fee of €65 is applicable to all courses. The cost for the course materials is €40, which needs to be paid in advance before arrival. If a student changes level during their course, new course materials must be purchased before changing level. All fees must be paid in full prior to the student's arrival.

### Accommodation

All accommodation bookings with Atlas Language School are subject to an accommodation placement fee of €65. All

- Junior Summer Camps
- Erasmus+ Teacher Training
- Part Time English & Other Languages
- Group & Mini Stay Programmes





on a different day.

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A supplement of €50 per week will apply to students who are accommodated in a host family over the Christmas holidays (2 weeks). Accommodation availability during this period is very limited and cannot be guaranteed. Please

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directly for full details of host family availability over this period. In the event the school doesn't have any host family availability, students may be asked to move to a different kind of accommodation and a supplement may be applied.

Accommodation, both residential and homestay, is always subject to availability and cannot always be guaranteed. It is recommended to book accommodation well in advance, preferably at the time of booking. Once accommodation is confirmed we can only guarantee a place for the duration and the dates initially booked, i.e., Atlas Language School cannot guarantee accommodation if the student changes the dates of his/her course or if the student decides to extend the stay.

A €5 Eco Tax is chargeable on all accommodation bookings. It is a mandatory tax and is not refundable.

For all accommodation options a €100 refundable deposit is to be paid in cash or by card upon a student's arrival. The deposit will be returned in full upon checkout, as long as there have been no damages/losses.

Homestay and residential accommodation require compliance with a set of guidelines set out by Atlas Language School, the host families and the residence management. For further details, please contact the school.

### Winter holidays

The accommodation office is closed from 23 December 2022 to 9 January 2023. Atlas Language School cannot cater for arrivals and departures during the winter holidays. Luggage being





in the prices and will be charged at an additional cost if

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In case of a student requesting to add accommodation/storage services during winter holidays, the following fees will apply:

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- ~~Students leaving the accommodation~~

belongings will be charged with a €100 fee for two weeks. This includes the extra check in and check out, as well as the arrival transfer when the students return.

- Students leaving the accommodation and storing their belongings on site will be charged with a €100 per week fee which includes storage, extra check in and check out, as well as the arrival transfer when the students return.

Belongings must be stored securely in a locked suitcase. Atlas Language School does not take responsibility for damaged or lost belongings.

## Airport Transfer

It is compulsory to book Airport Transfer on arrival with Atlas Language School if the accommodation is booked through Atlas Language School. Under 18-year old students must book arrival **and** departure (return) airport transfers.

## Visa

Non-EU students should contact their local Maltese Embassy or Representation for visa requirements. Atlas Language School cannot give any guarantees for successful visa applications.

**IMPORTANT:** Students who need to apply for a visa before entering Malta should not start their course in the first week (January) or final two weeks (December) of our academic year. Please contact the school for the academic calendar and more information on the dates.

## Insurance





medical care.

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### Student ID cards

All students will be provided with an Atlas Student ID card upon their arrival. This document is important identification should the student find himself/herself in need of assistance. Students must carry their ID card with them at all times.

In order to provide the student cards the students must provide the following information:

- Name & Surname
- Photo of the student (Photo might be taken on site on first day)
- Accommodation address in Malta
- Nationality
- Passport number
- Date of birth
- Dates of arrival and departure

## 2. Enrolment

### Enrolment Dates

New students should refer to their enrolment confirmation for course and accommodation dates. Please note that the invoice may not reflect the course dates but the date of enrolment. This information, as well as the name of the course and its corresponding number of lessons per week, is included in the enrolment confirmation letter. Students can only start on Mondays (or Tuesday in case of a public holiday Monday).

### Continuity of Enrolment

Enrolment of a current student will be terminated if:





- Atlas Language School terminates the student's enrolment or suspends or excludes the student in accordance with the provisions of our Policies and Procedures OR

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### Refusal and Cancellation of Enrolment

Atlas Language School may cancel an enrolment, refuse to enrol, or refuse to re-enrol a person/ student for the following reasons:

- Misconduct (refer to the section on Code of Behaviour)
- Failure to satisfy the minimum academic requirements for courses chosen
- Failure to arrive on the commencement date
- The student has gained admission by misrepresentation, falsification of documents or other fraudulent means
- Failure to fulfil the normal admission or enrolment requirements
- Non-payment of tuition and / or accommodation fees
- Refusal to grant a student's visa or cancellation thereof
- Non-attendance or consistently low attendance
- Other reasons as deemed by the school's management.

### Medical & Special Educational Needs

It is the student's responsibility to notify Atlas Language School of any sickness, disability, allergy, mental health condition, special educational needs, or any other relevant medical information that might affect the student's stay at Atlas Language School. Students must provide an up to date medical form at the time of booking and inform the school of any subsequent changes.

### 3. Educational Tour Operator (ETO) Discount





on summer supplements.

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**Referral Discounts**

In certain circumstances a referral discount of 15% may apply if an ETO recommends Atlas Language School. ~~USEFUL INFO ▾~~ ~~GET A QUOTE~~ ~~TEST YOUR ENGLISH~~  
~~does not sell the course to the student. In~~

the ETO should notify Atlas Language School of the student's name before the student makes the booking with Atlas.

### Re-registration Discount

If a student re-registers for a new course within three months of the end of their previous course then a discount of 15% is granted to the ETO on the first re-registration.

### Same Student Through Multiple ETOs

In the event that Atlas Language School receives the same student from multiple ETOs, the decision lies with the student. Atlas Language School occupies a neutral position. The student will be contacted and asked to inform Atlas Language School of their independent decision in writing. Discounts are granted to the student's ETO of choice accordingly.

## 4. Pricing Policy

Atlas Language School is committed to a fair competition policy between partners representing Atlas Language School in the market. We insist on partners promoting and selling at the prices agreed by Atlas Language School and its partner ETO and on transparency of any discounts. Discounts made by the partner ETO must be clearly displayed as such.

ETOs and partners are obliged to sell our courses as per prices quoted on our price list.

In the case where ETOs are offering discounts on accommodation, insurance, transfers or any additional services





misuse of our pricing policy as unfair competition in the market. This may also result in the reduction of the ETO discount or the termination of the partnership agreement.

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### 5. Payment

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All course fees should be paid in full at least 30 days prior to the student commencing their course. Atlas Language School has partnered with TransferMate to make international payments for ETOs safe and easy.

#### For non-EEA students who require a visa:

For visa required students, payment must be made at least 30 days before the course commences so we can prepare the student visa documents. Please note that some visa applications need to be made several months in advance, and the payment has to be made accordingly. Students or their ETOs are responsible for applying for a student visa well in advance in order to make sure the visa will be granted and received before the student’s departure. Failure to comply may result in postponement or cancellation charges.

Acceptance letters are only issued after full payment is received by Atlas Language School.

We have partnered with TransferMate (<https://atlaslanguageschool.transfermateeducation.com>) to offer secure payment from any country and any bank, typically in your home currency.

By making your payment with TransferMate you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night







### For EU students:

You may also pay by Bank Transfer. Please see bank transfer details below:

Bank: Allied Irish Banks, 40 Ranelagh Road, Ranelagh

Account Name: Atlas Language School

Account Number: 0193 1909

Sort Code: 93-12-92

BIC (Swift Number): AIBKIE2D

IBAN: IE75AIBK93129201931909

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**Please use the student's name as the reference for the bank transfer.** ETO Discounts should be deducted before the payment is made.

Atlas can also process payments made by card via an online payment portal, which incurs an admin charge of 3%.

## 6. Cancellation Policy

### Course Cancellation

Tuition fees are non-refundable once a student has commenced their course.

If a student cancels their course more than 30 days before the course commences, all fees will be refunded.

If a student cancels their course less than 30 days before the course commences, fees will be refunded with the exception of the registration fee (€65) . In the event of a group booking cancellation less than 2 weeks before the course commences, fees will be refunded minus a 50% cancellation charge.

If a student cancels their course due to a visa refusal, fees will be refunded with the exception of registration fee and a cancellation charge of €65, however accommodation fees will still apply.





also in the case of visa refusals.

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**Putting a course on hold**

In exceptional cases, a course can be put on hold for up to 12 months after the date the student was registered. ~~must be notified in writing at least 30 days before~~ course start.

If a course is postponed less than 30 days in advance of the course start date a postponement fee of €40 will be charged. The mentioned penalties will be charged without exceptions, also in the case of visa refusals. Please contact the school for further details.

Depending on the new course dates, please note that the Course and Accommodation Summer Supplement may apply.

If a course is postponed for more than 12 months from the date the student was registered, the regular cancellation fees apply and the booking will be treated as a new booking, i.e. new fees (course, accommodation, registration and placement fees, insurance and exam fee) will apply, if applicable.

Postponed courses cannot be rebooked in conjunction with any other offers.

If a course with a past promotion is postponed in line with the postponement periods, and part(s) of the promotion are not available anymore, the student can make use of any promotion that may currently be on offer, or request a refund.

**Accommodation Cancellation**

Accommodation fees are non-refundable once a student has arrived at the accommodation.

**Homestay**





but more than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee (€65).

3. If homestay accommodation is cancelled less than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee (€65) and one week's accommodation.

4. If homestay accommodation is postponed less than 7 days before arrival, the student will be charged for one week's accommodation. For students starting in the first week of January, all changes must be done at least 7 days before the winter holidays start, otherwise this penalty will be charged accordingly.

All the penalties mentioned above will be charged without exceptions, also in the case of visa refusal or delays.

### Residence & Apartments

1. If residential accommodation is cancelled or postponed more than 30 days before arrival, all accommodation fees will be refunded.
2. If residential accommodation is cancelled or postponed less than 30 days but more than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee (€65).
3. If residential accommodation is cancelled or postponed less than 14 days before arrival, all accommodation fees will be refunded with the exception of the accommodation placement fee (€65) and one week's accommodation.
4. No refund will be made if a student makes alternative arrangements during their stay and decide not to continue to remain in our accommodation.
5. No allowance will be made for absence from accommodation during the time arranged or for late arrival or early departure (including postponement).





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 All penalties mentioned above will be charged without exceptions, also in the case of visa refusal or delays.

### Airport Pickup Cancellation

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If a student does not arrive at the airport

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missed flight, or at the agreed pick-up point, without notifying Atlas Language School, no refund of the pickup fees can be made.

## 7. Holiday Policy

Holidays can only be taken in one week blocks (Monday-Friday only). Students must notify the office in writing/ by email, and receive acknowledgement / approval, 1 full week (5 school days) in advance of their intended holiday. Please note that holidays will not be granted after the school week has already begun.

### Holiday Policy for EU students

One week of holiday is allowed for every 12 weeks of course. To request a holiday, students must send an email to [admissions@atlaslanguageschool.com](mailto:admissions@atlaslanguageschool.com) at least 1 full week (5 school days) before they want to take the holiday. This request will be logged on the school online system.

### Holiday Policy for non-EEA students

For non-EEA students courses between 13 and 23 weeks, 2 weeks of holidays can be requested. For courses of 24 weeks or more, 4 weeks of holidays can be requested.

To request holidays students must send an email to [admissions@atlaslanguageschool.com](mailto:admissions@atlaslanguageschool.com) at least 10 school days before they wish to take the holiday. Holidays can only be booked in full weeks, from Monday to Friday.





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If students take a holiday break during the course, it cannot be guaranteed that they can join the same class when they return.

## 8. Covid-19

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~~These Terms and Conditions must be read in conjunction with~~  
our **Covid-19 School Safety Protocols**.

In the event that the school needs to close due to Covid-19, course continuation will be provided online.

If a student decides to return to their home country and is unable to take online classes, we issue a course credit note in the student's name, which is valid for 12 months from the date of departure. The student can return at any point before this date to complete their course. It will be required to inform Atlas Language School in advance in order to check availability for the new study period. It will be the student's responsibility to comply with any immigration requirements of the new stay in the country.

In case of a Covid-19 infection, students in Atlas accommodation may be asked to leave their host family or residence room. In these cases Atlas will try their best to assist and find alternative accommodation. Any incurred additional costs must be covered by the student.

## 9. Further Conditions

1. Bookings are not confirmed until official enrolment confirmation is provided by Atlas Language School
2. Final registration and provision of pre-arrival information for each student are only confirmed upon receipt of full payment of fees.
3. Atlas Language School does not accept responsibility for costs incurred due to flight delays or cancellations.





the course, for late arrival or early departure, due to adverse weather conditions, strikes of government employees, interruption of electrical power, fire, floods, war, other natural disasters, disease outbreaks or other Acts of Gods.

6. During peak times classes may be held on alternative premises and may run at different times.

7. If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time.

8. In the event that students are unable to attend lessons due to illness, these sick days will not be added to the end of the course period.

9. Promotional Photographs and Videos: Atlas Language School or its representatives may take photographs and videos of classes or other school activities during a student's time with us, which may be used for promotional purposes. If students do not wish to appear in any promotional materials, they must advise us at the time of booking.

10. For educational purposes only, Atlas Language School may wish to record students in virtual classes. By booking a course students authorise and permit Atlas Language School to make recordings that include the student in the digital classroom and to use these recordings solely for educational purposes, such as the creation of a student or teacher portfolio, or for teacher self-reflection, without further consent from or payment to the student.

### 2023 Academic Calendar

Term	Start Date	End Date	Weeks
1: Winter	Tuesday 3rd January	Friday 24th March	12 weeks





3: Summer	Monday 26th June	Friday 15th September	12 weeks	<b>SOCIAL</b>
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4: Autumn	Monday 18th September	Friday 22nd December	14 weeks	
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Closed	Monday 25th December	Friday		
Winter 2023	Monday 8th January 2024			

## 2023 Bank Holidays (Malta)

Holiday	Day, Date
New Year’s Day	Sunday 1st January
Feast of St. Paul’s Shipwreck	Friday 10th February
Feast of St. Joseph	Sunday 19th March
Freedom Day	Friday 31st March
Good Friday	Friday 7th April
Workers’ Day	Monday 1st May
Sette Giugno	Wednesday 7th June
Feast of St. Peter and St. Paul	Thursday 29th June
Feast of the Assumption	Tuesday 15th August
Victory Day	Friday 8th September
Independence Day	Thursday 21st September
Immaculate Conception Day	Friday 8th December
Republic Day	Wednesday 13th December
Christmas Day	Monday 25th December

\*All information is correct at the time of publishing, August 2022





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Atlas Language School

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Atlas Term

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Portobello House,

Exam Preparation

Conditions

Portobello,

Atlas Junior Summer

Exams at Atlas

Dublin 2,

Camps

Enquire Now

Ireland.

Erasmus+ Teacher

Our Accreditations

(+353 1) 4782845

Training

Our Nationality

enquiries@atlaslanguages

Part Time English & Other

Breakdown

chool.com

Languages

Our Privacy and Cookie

WhatsApp: +353832001037

Group & Mini Stay

Policy

Programmes

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