



# Dates & Fees 2009 Adult Programmes Enrolment Form



## Study in Ireland Study at International House Dublin

### How to Book a Course

#### Application

Complete the application form and return by e-mail or fax:

E-mail: [enrol@ihdublin.com](mailto:enrol@ihdublin.com)

Fax: +353 1 4786020

We will reply by e-mail with course confirmation and invoice within 24 hours. Please do not book your flights until you have received the letter of confirmation from us.

#### Payment

Fees should be paid by bank transfer to the following bank or alternatively by credit card.

Account name: ICON International Ltd

Account no: 73187072

Bank: Ulster Bank Ltd, College Green, Dublin 2

Sorting code: 98-50-10

SWIFT/BIC Address: ULSBIE2D

IBAN: IE03ULSB98501073187072

#### Important

- Bank charges are not included in the fees
- Please allow 5 working days for a bank transfer to arrive to our account
- State your name and invoice number on the bank transfer form
- Host family details will be sent after fees have been received
- Please telephone your host family to confirm your time of arrival

#### On the first day of your course

- Arrive at the location and at the time shown on your confirmation letter. You will have an English language test and be placed in a class according to your written and speaking level
- Please take note of public holidays on the back of this application form
- Please bring proof of payment with you on the first day

# Course Dates and Fees 2009

## • Course Fees

| COURSE NAME   | HOURS PER WEEK (Course) | COURSE DURATION                               | PRICE   |
|---|-------------------------|---|---|
| General English Standard  | 20                      | 1+ weeks                                      | €218 per week   |
| General English Intensive   | 25                      | 1+ weeks                                      | €270 per week   |
| Business English (Combines 20 hours General English + 5 hours Business English) | 25                      | 1+ weeks                                      | €270 per week   |
| Long-term Programme   | 20                      | 25-35 weeks                                   | €180 per week   |
| Long-term Programme   | 20                      | 36+ weeks                                     | €170 per week   |
| Combination Course – GE20/GE25 + minimum 5 hours Individual Tuition per week    | 25+                     | 1+ weeks                                      | GE20/GE25 prices as above + €70 per hour Individual Tuition       |
| Individual Tuition (non combination)  | 10+                     | 1+ weeks                                      | €75 per hour (afternoons only)                                    |
| English + Work Experience Programme* (Available only October-June)              | 20/25                   | Course: 4+ weeks<br>Work Placement: 16+ weeks | Work Placement fee €365<br>General English prices as above        |
| English + Internship Programme* (Available only October-June)                   | 20/25                   | Course: 4+ weeks<br>Internship: 4-12 weeks    | Internship Placement fee: €540<br>General English prices as above |
| Cambridge First Certificate Exam Course*  | 20                      | 8 weeks<br>12 weeks                           | €1685 (January course only)<br>€2430                              |
| Cambridge Advanced Exam Course*   | 20                      | 8 weeks<br>12 weeks                           | €1685 (January course only)<br>€2430                              |
| Cambridge Proficiency Exam Course*  | 20                      | 12 weeks                                      | €2430   |
| IELTS Exam Course*  | 30                      | 4 weeks                                       | €1244   |
| Pre- IELTS Exam Course*   | 30                      | 4 weeks                                       | €1244   |
| Teachers' Programme (non native speakers)                                       | 25                      | 2 weeks                                       | €735  |

\* These programmes are subject to an entry level test.

### Additional Fees applicable to above courses

|                       |     |  |
|-----------------------|-----|--|
| Registration fee      | €50 | We charge a Registration fee on all bookings |
| Course book/materials | €30 | All students must purchase a course book     |

## • Course Dates

| COURSE NAME                               | START DATES                                      | MIN LEVEL REQUIRED FOR ENTRY | EXAM DATES   |
|---|--|------------------------------|--|
| General English (20/25 hours per week)    | Every Monday                                     | Elementary                   | -  |
| Beginners General English                 | *First Monday of every month (see below)         | Beginner                     | -  |
| Business English                          | Every Monday                                     | Intermediate                 | -  |
| English + Work Programmes                 | Every Monday except during May, June, July & Aug | Intermediate                 | -  |
| First Certificate Exam Course             | Jan 19th, Mar 23rd, Sep 14th                     | Upper-Intermediate           | March 14th, June 13th/16th, Dec 8th/12th   |
| Cambridge Advanced Exam Course            | Jan 19th, Mar 23rd, Sep 14th                     | Pre-Advanced                 | March 14th, June 17th, Dec 9th   |
| Cambridge Proficiency Exam Course         | Mar 23rd, Sep 14th                               | Advanced                     | June 18th, Dec 10th  |
| IELTS Exam Course                         | *First Monday of every month (see below)         | Upper-Intermediate           | Exam can usually be taken every month. Registration will take place during the course. |
| Pre-IELTS Exam Course                     | *First Monday of every month (see below)         | Intermediate                 | -  |
| Teachers' Programme (non native speakers) | June 29th, July 13th,<br>Aug 3rd, Aug 17th       | Pre-Advanced                 | -  |

\* Start dates for beginners and IELTS courses: Feb 2nd, Mar 2nd, Apr 6th, May 5th, June 2nd, Jul 6th, Aug 3rd, Sep 7th, Oct 5th, Nov 2nd

## • Accommodation and Airport Transfer Fees

| TYPE                    | ROOM TYPE                        | WEEKLY FEE (September-June) | WEEKLY FEE (July/August) | ARRIVAL DAY     | MEALS INCLUDED                               |
|-------------------------|----------------------------------|-----------------------------|--------------------------|-----------------|--|
| Homestay                | Single                           | €161 (€23 per night)        | €182 (€26 per night)     | Saturday/Sunday | Half-board Mon-Fri<br>Full-board at weekends |
| Homestay                | Double/Twin (Per person sharing) | €147 (€21 per night)        | €168 (€24 per night)     | Saturday/Sunday | Half-board Mon-Fri<br>Full-board at weekends |
| Self-Catering Apartment | Single                           | €200                        | €220                     | Sunday only     | Self-Catering                                |
|                         | Twin (Per person sharing)        | €185                        | €205                     | Sunday only     | Self-Catering                                |

|                                 |     |   |
|---------------------------------|-----|---|
| Accommodation Booking fee       | €50 | We charge an Accommodation booking fee on all bookings  |
| Airport Transfer (arrival only) | €75 | Airport transfer is optional and available on arrival only between 8.00 and 22.00. Outside these hours, there is a supplement of €30. |

# Course and Accommodation Application Form 2009

## • Personal Details

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth (dd/mm/yy): \_\_\_\_\_ Female  / Male  Occupation: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Native Language: \_\_\_\_\_  
Did you attend a course at IH Dublin before? Yes  / No   
Please state your current English language level:  
Beginner  Elementary  Pre-Intermediate  Intermediate  Pre-Advanced  Advanced   
Where did you hear about our school? \_\_\_\_\_  
Are you booking your course through an agent? Yes  No  If yes, please provide name of agency: \_\_\_\_\_

## • Course Details - Please select a course

### General English Courses

20 hours per week  25 hours per week  Individual Tuition  Number of individual hours per week: \_\_\_\_\_  
Start Date (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_

### Business English Course

Start Date (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_

### English + Work Programmes

20 hours per week  25 hours per week  English course from (dd/mm/yy): \_\_\_\_\_ (Minimum 4 weeks)  
Number of weeks: \_\_\_\_\_  
 Work Experience placement (minimum 16 weeks) from (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
 Internship placement (4 -12 weeks) from (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_

### Teachers' Programme (see fixed start dates on previous page)

Start Date (dd/mm/yy): \_\_\_\_\_

### Exam Courses (see fixed start dates on previous page)

FCE Exam Course  CAE Exam Course  CPE Exam Course  IELTS Exam Course  Pre-IELTS Exam Course   
Start Date (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_

## • Accommodation

### Homestay - arrival on Saturday/Sunday

Single Room  From (dd/mm/yy): \_\_\_\_\_ To (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Twin Room Sharing (only for 2 people booking together)  From (dd/mm/yy): \_\_\_\_\_ To (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Do you have any specific dietary requirements? Yes  No  Details: \_\_\_\_\_  
Do you have any allergies or health problems? Yes  No  Details: \_\_\_\_\_  
Please indicate any additional relevant information: \_\_\_\_\_

### Self-Catering Apartment - arrival on Sunday only

Single room  From (dd/mm/yy): \_\_\_\_\_ To (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Twin Room Sharing  From (dd/mm/yy): \_\_\_\_\_ To (dd/mm/yy): \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Please indicate any additional relevant information: \_\_\_\_\_

## • Airport Transfer

Do you require airport transfer on arrival?  Yes/  No  
Please provide us with your arrival flight number and time at least 2 weeks before arrival, even if you are not booking an airport transfer.

## • Payment Details

I will pay by:  Bank Transfer  Credit Card  Visa  Master Card  
Credit card details - Name of card holder: \_\_\_\_\_  
Card Number : \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ Expiry Date: \_ \_ / \_ \_ \_ \_ CVV Number: \_ \_ \_  
I hereby authorise international House Dublin to debit Euro \_\_\_\_\_ from the above credit card.  
Card holder signature: \_\_\_\_\_  
I have read the terms & conditions overleaf and agree to abide by them.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Agent stamp

# Terms & Conditions 2009

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- 1. Age** Students should be 18 years old or over.
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- 2. Classes** Each class hour is 60 minutes.
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- 3. Fees**
- Fees include: tuition, welcome pack, student information handbook, use of computers, placement test and end of course certificate.
  - Fees do not include: Exam fees, lunch, private insurance and bank charges.
  - A registration fee of €50 will be charged on all courses. Registration fee does not include course books.
  - All students must pay for their course books and materials at a cost of €30 per book. The fee for the first book is included on all invoices.
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- 4. Airport Transfers** We can arrange for you to be met at Dublin airport and taken by car to your accommodation. The cost of this service is €75. The transfer service is available between 08.00-22.00 and is available on arrival only. It may be possible to arrange a transfer outside these hours, in which case an extra supplement of €30 is payable.
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- 5. IH Dublin Calendar** **The School will be closed on the following public holidays:**
- Christmas Holidays 2008, school will be closed for 2 weeks from December 19th 2008 until January 5th 2009.
  - Christmas Holidays 2009, school will be closed for 2 weeks from December 18th 2009 until January 4th 2010.
  - St Patrick's day – Tuesday March 17th
  - Easter Monday – April 13th (Course start date is Tuesday April 14th)
- Please note that**
- No lessons will take place on the above days.
  - There is no reduction in fees when a course includes a public holiday and classes are not compensated for.
- There will be an Orientation Day at the school on the following public holidays, including testing and a tour of the city centre:**
- May Bank Holiday - May 4th
  - June Bank Holiday - June 1st
  - August Public Holiday - August 3rd
  - October Bank Holiday - October 26th
- Please note that**
- All students should come to school for 11am on the above days for a level test and orientation tour
  - No lessons will take place on the above days
  - There is no reduction in fees when a course includes a public holiday and classes are not compensated for.
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- 6. Accommodation**
- Homestay** All accommodation booked by IH Dublin is subject to a booking fee of €50.
- Based on 7 nights stay, beginning from Saturday or Sunday
  - Half-board Mon-Fri and full board at weekends
  - Located in suburbs of Dublin – average of 40-50 minutes bus ride to the school, though this may be longer at peak traffic times
- Self-catering Apartment**
- Based on 7 nights, beginning only from Sunday
  - Self-catering, no meals included
- Accommodation during Christmas Holidays**
- It is possible to stay in your host family during the Christmas holidays for an extra cost of €50 per week
  - It is possible to stay in your self-catering apartment during the Christmas holidays at no extra cost.
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- 7. Insurance**
- a. All students are advised to take out private medical and travel insurance.
  - b. All EU nationals should bring a European Health Insurance Card which covers public medical care.
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- 8. Visas** Non-EU nationals should contact their local Irish Embassy or Consulate or visit the Department of Justice website: [www.irlgov.ie/justice](http://www.irlgov.ie/justice) for details of visa requirements. IH Dublin offers an efficient visa support service.
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- 9. Payment**
- Full fees are due a minimum of 2 weeks before arrival
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- 10. Cancellation**
- a. If a course is cancelled more than 14 days before the start date, the registration fee will be charged. All other monies in respect of the course and accommodation will be returned to the student.
  - b. If a course is cancelled less than 14 days before the start date, one week's accommodation and tuition will be charged.
  - c. If a cancellation occurs because of a visa refusal, the registration fee of €50 will be charged.
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- 11. Changing Dates**
- a. If a student changes the date of a course before arrival or during their course, an extra registration fee will be charged.
  - b. If a change is made less than one week before arrival, one week's accommodation will also be charged.
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- 12. Refunds** No refunds can be made after a course has started. In the case of illness, students may ask for a course to be postponed to a later date. In this case the school will require a medical certificate. A course cannot be carried over into the next calendar year.

