



Dates & Fees 2010 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

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 2010

COURSE NAME	HOURS PER WEEK	DURATION	PRICE
General English Standard	20	1+ weeks	€195 per week
General English Intensive	25	1+ weeks	€245 per week
Business English (Combines 20 hours General English + 5 hours Business English)	25	1+ weeks	€245 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 October-June) only	20/25	Course: 4+ weeks Work Placement: 16+wks	Work Placement fee €365 General English prices as above
English + Internship Programme* (Available October-June) only	20/25	Course: 4+ weeks Internship: 4-12 weeks	Internship Placement fee: €540 General English prices as above
Cambridge First Certificate Exam Course*	20	10 weeks 12 weeks	€1900 (January course only) €2220
Cambridge Advanced Exam Course*	20	10 weeks 12 weeks	€1900 (January course only) €2220
Cambridge Proficiency Exam Course*	20	12 weeks	€2220
IELTS Exam Course*	30	4 weeks	€1140
Pre- IELTS Exam Course*	30	4 weeks	€1140
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 NAME	START DATES	MIN LEVEL REQ	EXAM DATES
General English (20/25 hours)	Every Monday	Elementary	-
Beginners General English	*First Monday of every month	Beginner	-
Business English	Every Monday	Intermediate	-
English + Work Programmes	Every Mon except May, Jun, Jul & Aug	Intermediate	-
First Certificate Course	Jan 4 th , Mar 22 nd , Sep 13 th	Upper-Intermediate	March 13 th , June 12 th /15 th , Dec 7 th /11 th
Cambridge Advanced Course	Jan 4 th , Mar 22 nd , Sep 13 th	Pre-Advanced	March 6 th , June 16 th , Dec 5 th /8 th
Cambridge Proficiency Course	Mar 22 nd , Sep 13 th	Advanced	June 17 th , Dec 5 th /9 th
IELTS Exam Course	*First Monday of every month	Upper-Intermediate	Exam can usually be taken every month. Registration takes place during the course.
Pre-IELTS Exam Course	*First Monday of every month	Intermediate	-
Teachers' Programme (non-native Teachers)	June 28 th , July 12 th , Aug 2 nd , Aug 16 th	Pre-Advanced	-

* Start dates for beginners and IELTS courses: Feb 1st, Mar 1st, Apr 5th, May 3rd, June 7th, July 5th, Aug 2nd, Sep 6th, Oct 4th, Nov 1st

ACCOMMODATION TYPE	FEE PER WEEK (Sep-June)	FEE PER WEEK (July/August)	ARRIVAL DAY	MEALS INCLUDED
Homestay Single Room Half-board	€161	€182	Sat/Sun	Half-board Mon-Fri Full-board at weekends
Homestay Double/Twin Half-board	€147	€168	Sat/Sun	Half-board Mon-Fri Full-board at weekends
Homestay Single Room B&B	€115	€135	Sat/Sun	Breakfast only
Homestay Double/Twin B&B	€100	€120	Sat/Sun	Breakfast only
Apartment Single Room	€195	€215	Sunday only	Self-catering

Accommodation Booking Fee
Airport Transfer (arrival only)

We charge an Accommodation booking fee of €50 on all bookings
Airport transfer costs €75, is optional and available on arrival only

Course and Accommodation Application Form 2010

• 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 half-board Single Room B&B From date: _____ To date: _____ Number of weeks: _____
Twin Room Sharing half-board (only for 2 people booking together) From date: _____ To date: _____ Number of weeks: _____
Twin Room Sharing B&B (only for 2 people booking together) From date: _____ To date: _____ 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 date: _____ To date: _____ 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 2010

- 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 2009, school will be closed for 2 weeks from December 18th 2009 and will re-open on January 4th 2010.
 - Christmas Holidays 2010, school will be closed for 2 weeks from December 17th 2010 and will re-open on January 3rd 2011.
 - St Patrick's day – Wednesday March 17th
 - Easter Monday – April 5th (Course start date is Tuesday April 6th)
- 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 5th
 - June Bank Holiday - June 7th
 - August Public Holiday - August 2nd
 - October Bank Holiday - October 25th
- 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
 - Options include half-board Mon-Fri and full board at weekends or bed and breakfast only
 - 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.irgov.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 of €50 will be charged.
 - b. If a course is cancelled less than 14 days before the start date, one week's tuition will be charged
 - c. If host family accommodation is cancelled less than 14 days before arrival date, one week's accommodation will be charged.
 - d. If self-catering apartment is cancelled less than 4 weeks before arrival date, one week's accommodation will be charged.
 - e. If a cancellation occurs because of a visa refusal, the registration fee of €50 will be charged. In the case of a visa refusal, the refund will be processed when the official letter of refusal from immigration is sent to IH Dublin.
 - f. Please note that all cancellations must be sent to us in writing (by post or e-mail)
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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.