



High School Programme Enrolment Form



Study in Ireland
Study at International House Dublin

How to Enrol

Application

Complete the application form and return by e-mail, fax or post accompanied by the following documents:

1. Last two academic (school) reports from current school
2. A letter of recommendation (an academic and character reference) from your School Head or School Director
3. Level of English: We need an accurate indication of your English language level. Any recognised certificate or English language test taken in the two months prior to application will suffice. Alternatively, please contact us to request an International House English language test.

E-mail: enrol@ihdublin.com

Fax: +353 1 4759799

Address: High School Department,
66 Lower Camden Street, Dublin 2, Ireland.

Payment

Fees should be paid by bank transfer to the following bank:

Ulster Bank Ltd.
College Green, Dublin 2
Account Name: ICON International Ltd.
Account Number: 7 3 1 8 7 0 7 2
Bank Sort Code: 98-50-10
SWIFT Address: ULSBIE2D
IBAN Number: 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

High School Programme Information

Academic Calendar for Irish High Schools

Irish high schools are open for approximately nine months between September and June. The exact length of the programme will depend on the annual school calendar. There are three school terms in the year which are September-December, January-March and March-June.

A student can choose to come for:

Full Academic Year: September to June

1 term: September-December or January-March

2 terms: September-March or January-June

Fees Include:

- Careful selection of suitable school and provision of information on schools, the Irish education system, exams and co-validation procedures
- School fees
- Full-Board Accommodation – Host family or boarding
- Selection of and regular contact with Host Family and acting on student's behalf in resolving any problems
- Mid-term and Long Weekend Accommodation according to student's needs
- Sourcing of teachers for extra tuition
- Regular school visits by High School Programme personnel to include academic counselling and meetings with subject teachers
- Six annual reports on the student's academic and general progress
- Processing of documents as required for validation/certification
- Transfer to/from airport at the beginning and end of the programme
- Conscientious monitoring and co-ordination of the student's movements (including travel) throughout the programme
- The updating and sending out of the Contingency Fund Balances
- Monthly social and cultural activities including theatre, restaurants and day trips (Dublin area only)
- Visa and registration service for non-EU students
- 24 hour emergency phone contact
- Assistance in purchasing school books and uniforms

Fees Do not Include:

- Private medical insurance
- Transfers during the programme (apart from arrival/departure)
- Flights to/from Ireland
- Local transportation costs
- Extra individual support classes upon request (Hourly rate depends on the teacher)
- Extras for sports/school excursions
- Sports Uniform and Sports Equipment as per school requirements
- Christmas and Easter Holiday accommodation
- School Uniform
- School text books, copy books and subject specific materials (e.g. art supplies, maths instruments)
- Contingency Fund, for unexpected expenses (refundable if unused)
- Host family retainer to hold a room when the student is not occupying it (e.g. while on holidays)
- Accompanied parental visits to schools, prior to placement
(Accompanied visits of this nature command a fee)

High School Programme Enrolment Form

• Personal Details

Family Name: _____ First Name: _____
Address: _____
Town: _____ Country: _____
Post Code: _____ Home Telephone: _____
Email: _____
Date of Birth (dd/mm/yy): _____ Female / Male
Nationality: _____ Native Language: _____

Please state your last completed year of Secondary/High School: _____

What is your English Language Ability?:

TOEFL score: _____ IELTS score: _____ Other : _____

Where did you hear about our programme? _____

Parent/Guardian:	Next of Kin:
Address: _____	Address: _____
Occupation: _____	Occupation: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
Fax: _____	Fax: _____
Email: _____	Email: _____



Please Attach
Photo

• Programme Details

Programme Start Date (dd/mm/yy): _____

Programme Length: 1 Academic Year 2 terms/semesters 1 term/semester

Preferred School Type: Day School Boarding School Single sex Co-Educational

Irish school – preferred class/year: 1st 2nd 3rd 4th/Transition Year 5th

Preferred Location: Dublin area Outside Dublin Don't mind

• Accommodation Details

Arrival Date (dd/mm/yy): _____ Departure Date (dd/mm/yy): _____

Do you take any medication? Yes No Details: _____

Do you have any allergies or health problems? Yes No Details: _____

Do you have any specific dietary requirements? Yes No Details: _____

Please indicate any additional relevant information: _____

• Airport Transfers

Date of arrival: _____ Flight No.: _____ Arrival time: _____

Date of departure: _____ Flight No.: _____ Departure time: _____

I will travel with an adult/guardian from and to the airport and I do not require airport transfers Please give details: _____

• Payment Details

I will pay by: Bank Transfer Credit Card Visa Master Card

Credit card details – Name of cardholder: _____

Card Number : _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry Date: _ _ / _ _ _ _

Card holder signature: _____

I have read the terms & conditions overleaf and agree to abide by them.

Signed: _____ Date: _____

Agent stamp

Terms & Conditions - High School Programme

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- 1. Age** The High School Programme is available for students aged 12-18 years old.
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- 2. Payment** Fees are payable in full by 1st July for school entry in **September**.
Fees are payable in full by 1st November for school entry in **January**.
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- 3. Deposit** A non-refundable deposit of €2000 for day schools and €5000 for boarding schools is payable once enrolment has been confirmed by International House, in order to guarantee the school place.
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- 4. Contingency Fund** The Contingency Fund is an Expenses Account held by International House Dublin for the duration of the student's stay on the High School programme. It is compulsory that all students open a contingency fund account and the exact amount will appear on the final invoice. Detailed account summaries and balances due are sent at the end of the student's stay.
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- 5. Accommodation** **Homestay** - Accommodation is in a single room, on a full-board basis.
Boarding School- Accommodation is in shared dormitory accommodation, on a full-board basis.
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- 6. Airport Transfers** Return airport transfers at the beginning and end of the programme are included in the fees. Additional transfers during the school year must be booked and paid for separately. Airport transfer service is available between 08.00 and 22.00. Outside of these hours a supplement will apply. If you are being accompanied by an adult/guardian from the airport and do not require an airport transfer, please notify us in advance with your arrival time.
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- 7. School Holidays**
- Irish High Schools close for 2 weeks at Christmas and at Easter. If a student decides to stay in Ireland, accommodation for these periods is not included in the fees.
 - Mid-term breaks are for 1 week at the end of October and in mid February. Accommodation is included in the fee for mid-term breaks.
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- 8. Insurance** Students are advised to take out private medical and travel insurance. All EU nationals should also bring a European Health Insurance Card, which covers public medical care.
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- 9. Visas** Non-EU nationals should contact their local Irish Embassy or Consulate or visit the Department of Justice website: www.irigov.ie/justice for details of visa requirements. IH Dublin offers an efficient visa support service.
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- 10. Cancellation /Refunds**
- If a cancellation is made before 1st April for September entry or 1st August for January entry, 50% of the deposit is refundable.
 - If a student has to leave/cancel the programme following these dates or after commencement of the programme, no refund is payable. Parents/guardians are strongly advised to take out school fee insurance to cover such an eventuality.
 - If a student is expelled from a school for disciplinary reasons, no refund is payable.
 - Where a student is staying with a host family and has to leave the programme for personal reasons, a proportion of the host family part of the fee may be refundable at the discretion of International House Dublin.
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