



Irish College of English

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FOR OFFICE USE ONLY

Flight information confirmed (if required) _____

Fees Due: _____ Deposit Paid _____ Amount Outstanding _____ All Fees Paid

Host Family Name (if Required) _____ H.F. Payment including transfers _____

Student Assessment Score & Level _____ Teacher _____

Additional Comments _____

General Student Application Form

Instructions:

1. Complete the form in BLOCK CAPITALS
2. Return the completed form by fax or email or post with a booking deposit of €200. (see details below)
Remaining Fees must be paid in full 21 days prior to arrival.

Student Contact Information

Student First Name: _____ Student Surname: _____

Female: _____ Male: _____

Date of Birth: _____ Nationality: _____

Passport/I.D.Number: _____

Do you have Medical Insurance organised for your stay

Please
Affix /Email or
Post us
a recent
photograph

Home Address: _____

Email Address: _____

Tel. / Work (Home): _____ Tel.(Mobile) _____

Course Information

Course Duration / Type

Course Code: _____

Please circle as appropriate:

Duration (no. of weeks): 1 2 3 4 6 12 16 26 36 48 other _____

Do you require Accommodation: Homestay B & B Hotel Duration _____

Course Fees

Total Amount of Fees Due including host family accommodation and any optional extras
(This can be filled in by our staff if necessary and advised to you) _____

* Please note: Add an extra 2.5 % for Credit Card payments to total amount of fees due and an extra 15 euro for bank transfers

Do you wish to pay by Bank Transfer please send us a copy of the transfer Credit Card Payment

Credit Card Payments: Visa Mastercard

Card Number: _ _ _ _ _

Card expiry date _____ Card holders name: _____ CCV no. _____

Additional Information

Date of arrival in class: _____

Date of departure from class: _____

Do you speak English? Very well Quite well A little Not at all

How did you hear about the Irish College of English?

Host Family Accommodation (To be filled in only by students staying with a Host Family)

Please note: Host family accommodation is based on shared accommodation, add an additional 20 euro for single room accommodation.

Date of arrival in family: _____

Date of departure from family: _____

Flight information for Airport Transfer: Flight No. _____ Arrival Time _____ Date _____

Yes / No

Do you like animals? /

Details of any dietary/other restrictions?

Do you smoke? /

Do you require an Airport transfers: Yes No

If required, please circle option: Airport Pick Up only Airport Pick up & drop off

Please note: Add an additional 30 euro to course fees for pick up only and an additional 50 euro for pick up and drop off.

Signature: _____

Date: _____

Signature of parent (if under 18 years): _____

Date: _____



DEPARTMENT OF EDUCATION AND SCIENCE
An Roinn Oideachais Agus Eolaíochta



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General Information

1. Transfers: Flight number, date and time of arrival must be advised to the Irish College of English as soon as possible to enable us to arrange your collection at the airport.
2. We advise all clients to take out full Personal & Medical Insurance including baggage cover prior to arrival as I.C.E. accepts no responsibility in the event of illness, theft, accident, damages or loss of personal effects. All clients from E.U. countries should bring a European Health Insurance Card. Non EU students must take out private medical insurance.
3. We do not accept responsibility for costs incurred due to flight delays i.e. accommodation etc
4. ICE reserves the right to expel students who do not abide by our school policies.
5. Registration will be confirmed for each student only upon receipt of completed Registration forms and full payment of fees.
6. Where damage/theft of property of the host family or to any other property is caused by a student, this student. Where the student is a minor, the student's parents will be responsible for the cost of any such damage and payment should be immediate.
7. ICE reserves the right to cancel arrangements if the booking conditions are not met. ICE also reserves the right to cancel programmes that are not filled.
8. ICE must be advised of any health problems or specific dietary requirements at the time of booking.
9. Refund Policy:
 - There is no refund for a cancellation made within 7 days of the commencement of the course or if a student fails to complete the programme.
 - Partial Refunds will be made where notice is given more than 7 days prior to arrival. This partial refund is as follows - deposits are non refundable, the remaining tuition fees will be refunded. Where host family accommodation has been booked, an additional 100 euro will not be refunded in order to compensate families.
 - Tuition fees are non refundable
 - There is no refund for students who change from Intensive to other courses.
 - Visas – if a student does not acquire their visa, we will refund all fees paid, except for 200 euro which we keep as an administration fee. Once visa students have used our course details to enter Ireland, classes must be attended and all fees are non-refundable.
 - There is no refund for fees for days missed during the course, for late arrival or early departure or for public holidays.

To Register for Courses at the Irish College of English

Please Email or Fax or Post this form to
Fachlehrerkreis Aachen, St. Johann 16, 52066 Aachen
E-Mail: flk@fachlehrerkreis.de
Fax: 0241 / 44 508 62

Payment of Course Fees

- **A deposit of 200 euro on booking is required**
- **The remaining fees (including host family fees) must be received no less than 21 days before commencement of the course**
- **Deposits are in part payment of fees and are non refundable**

Payment of Fees can be made in any of the following ways:

Bank transfer to our account (A fee of 15 euro applies to each bank transfer)

Credit Card Payments (additional 2.5 % fee is applicable)

Cheque payable in Euro drawn on an Irish Bank

Account Name: Irish College of English
Bank Name: National Irish Bank, Main Street,
Malahide, Co. Dublin
Sort Code: 95 – 16 – 88
Account Name: Irish College of English
Account No: 50013757
IBAN No: IE 14DABA95168850013757
Swift Code: DABAIE2D



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