



Adult Student Application Form

1. Complete the form in BLOCK CAPITALS.
2. Return the completed form by fax or email or post with a booking deposit of €200 / full fees if applicable.
3. Students from non EU/EEA countries must pay full fees at time of booking.
4. Where applicable remaining fees must be paid in full 21 days prior to arrival.
5. In booking your course, students are agreeing to abide by all school regulations, policies & charters.
6. All students should obtain Medical Insurance for the duration of their stay

Student Information

First Name	Hanako
Surname	Yamada
Male or Female	Female
Agent Name (if applicable)	Langpedia
Date of Birth	01/Jan/1995
Nationality	Japan
Email Address	hanako@langpedia.com
Mobile No.	+81 90-1111-1111

Course Information – Malahide Branch

Duration (No. of Weeks)	Duration <u> 4 </u>	Course Code <u> GE20 </u>
Date of arrival in class	07/Aug/2017	
Date of departure from class	01/Sep/2017	
How did you hear about us?	From Langpedia	

Full Board Single Room Host Family Accommodation (Only fill in if required)

No. of weeks	Duration <u> 4 </u>		
Date of arrival in family	06/Aug/2017	Time of Arrival	
Date of departure	02/Sep/2017	Time of Departure	

Details of any dietary / other restrictions that your host family should be informed of?

Please note: Our Malahide Branch is located only 10 mins by Taxi from Dublin Airport, therefore all adult students are advised to take a taxi to their host family, approximate cost: € 20 - € 25

Course Fees / Payment

Select method of payment:

Bank Transfer Credit Card Payment Euro Cheque drawn on Irish Bank

For credit card payments we will be in contact to offer you a secure payment option by email

For Credit Card payments, we will initially take a 200 euro deposit and then the remaining amount 21 days pre arrival.

* Add an extra **2.5 %** for Credit Card payments to total amount of fees due

For Bank Transfers

Account Name: Irish College of English
Address: 6 Church Road, Malahide, Co. Dublin
Bank Name: AIB, Main Street, Swords, Co. Dublin
IBAN No: IE95AIBK93252342285009
Swift Code: AIBKIE2D

General Information

1. 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. Students/Parents are responsible for all medical & related costs incurred during their stay.
2. We do not accept responsibility for costs incurred due to flight delays i.e. accommodation etc.
3. ICE reserves the right to expel students who do not abide by our school policies or who part take in any activities that ICE deems unacceptable. In this situation, parents/students are responsible for arranging accommodation / rescheduling flight home etc . No refunds will be given.
4. Registration will be confirmed for each student only upon receipt of completed registration forms and full payment of fees.
5. 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, where credit card details are in our system, this payment method will be used.
6. ICE reserves the right to cancel arrangements if the booking conditions are not met. ICE reserves the right to cancel programmes that are not filled.
7. ICE must be advised of any health problems or specific dietary requirements at the time of booking.
8. Refund Policy:
 - There is no refund for a cancellation made within 21 days of the commencement of the course or if a student fails to complete the programme.
 - Deposits are non refundable in all circumstances.
 - Partial Refunds will be made where notice is given more than 21 days prior to arrival. This partial refund is as follows - deposits are non refundable, the remaining tuition fees will be refunded. Where accommodation has been booked, an additional € 100 will not be refunded in order to compensate families.
 - There is no refund for students who change from Intensive to other courses of lesser hours or who decide to shorten their stay. There is no refund for fees of days missed during the course, for late arrival or early departure or for public holidays.
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 - Students requiring a Visa to enter Ireland - In situations where our letter of acceptance has been issued and a student does not acquire their visa for any reason, we will refund all fees paid , except for 200 euro which we keep as an administration fee. This refund will only be made on proof from the relevant embassy / consulate that no visa was obtained. In addition once visa students have used our course details to enter Ireland, classes must be attended and all fees are non-refundable.



Junior Course for under 18s
"We're delighted to be the First English Language School in Ireland to be ever shortlisted for this Junior Global Industry Award."

