



## IMPORTANT INFORMATION

### VISA REQUIREMENTS

All students should check their individual visa or travel permit requirements with their Irish or British Embassy / Consulate.

### PROGRAMMES

ATC Language Schools will only be liable to provide groups and/or individuals with the programme agreed in writing with its agent/client.

### TARIFFS

All course prices are gross unless otherwise stated. ATC Language Schools reserves the right to alter rates should economic trends or government increases make this necessary.

### EXTRAS

Any extras to the programme as set out in the tariff must be requested in writing in advance of arrival.

### INSURANCE

Before travelling to Ireland or England, all persons participating in ATC Language Schools programmes must arrange their own insurance against all expenses that might arise due to accident, illness or loss of luggage, personal effects and money. ATC accepts no responsibility in the event of such occurrences. Providers of activities such as horse-riding, cycling etc. insist that minors have an insurance waiver signed by their parent, guardian or group leader before commencement of such activities. ATC Language Schools is precluded by the terms of its own insurance policy from signing such insurance waivers.

Students travelling from EU countries should bring their European Health Card with them. Please note that this will not cover elective procedures or dental visits. We can organise medical insurance for non-EU students for long term courses only.

### HEALTH PROBLEMS

ATC Language Schools must be advised of any health problems or specific dietary requirements of participants at the time of booking.

### DAMAGE

Programme participants are liable for any damage caused by them and payment for such damage must be made immediately.

### AIRPORT TRANSFERS

An airport transfer can only be arranged when flight information is received in writing by ATC Language Schools a minimum of 10 DAYS prior to arrival. ATC Language Schools cannot take responsibility for students arrival transfer unless this procedure is followed.

### ERASMUS+

ATC courses are eligible for Erasmus+ funding. Erasmus+ is the EU's programme to support education, training, youth and sport in Europe.

The PIC number for ATC Language Schools is: 943740646. Please use this number when applying through the Erasmus+ scheme.



## PAYMENT AND HOLIDAYS, IRELAND

### ATC LANGUAGE SCHOOLS - IRELAND

#### PAYMENT

Payment in full in Euro must reach our account 28 days prior to arrival. Services will only be provided when payment is received. Payment must be made by swift telegraphic transfer directly to:

Account Name:	ATC Language & Travel Ltd.
Account Number:	00691071
Bank Name:	Allied Irish Banks
Bank Address:	37 Upper O'Connell Street, Dublin 1.
Bank Swift Code (BIC):	AIBKIE2D
Bank Code:	93-10-55
IBAN:	IE 16 AIBK 9310 5500 6910 71

**Visa Requiring Students** - Under new legislation in Ireland all visa requiring students advance funds will be held in a segregated account (Escrow) until your visa is approved and a copy sent to PaytoStudy. Please use the payment link - <https://atclanguageschool.paytostudy.com>

#### CANCELLATION POLICY:

ARRIVAL DATE:	REFUND:
WITHIN 28 DAYS	75% OF TOTAL
WITHIN 14 DAYS	50% OF TOTAL
WITHIN 7 DAYS	25% OF TOTAL

Under no circumstances will the company refund, either partially or fully, any course fees once the student has commenced their contracted course of study.

In the event that a student is unsuccessful in their visa application all fees will be refunded within 7 days on receipt of a copy of the visa refusal document.

#### CANCELLATION OF PROGRAMMES

ATC Language Schools reserves the right to cancel arrangements if the booking conditions are not met.

ATC Language Schools reserves the right to cancel programmes that are not filled.

#### NATIONAL AND SCHOOL HOLIDAYS\*

School Commences	Monday 7 <sup>th</sup> January 2019
Saint Patrick's Day	Public holiday taken on Monday 18 <sup>th</sup> March 2019
Easter Monday	Monday 22 <sup>nd</sup> April 2019
Public Holidays - Mondays	6 <sup>th</sup> May, 3 <sup>rd</sup> June, 5 <sup>th</sup> August & 28 <sup>th</sup> October 2019
Christmas Holidays	Saturday 21 <sup>st</sup> December 2019 to Sunday 5 <sup>th</sup> January 2020 inclusive
School Commences 2020	Monday 6 <sup>th</sup> January 2020

\*THERE IS NO REFUND FOR TIME MISSED DUE TO PUBLIC HOLIDAYS



## PAYMENT AND HOLIDAYS, ENGLAND

### ATC WINCHESTER - ENGLAND

#### PAYMENT

Payment in full in Sterling must reach our account 28 days prior to arrival. Services will only be provided when payment is received. Payment must be made by swift telegraphic transfer directly to:

Account Name:	Winchester School of English Ltd
Account Number:	51859463
Bank Name:	HSBC Bank Plc
Bank Address:	58 High Street, Winchester, Hampshire, SO23 9BZ
Bank Sort Code:	40-46-39
Branch BIC:	HBUKGB4113K
IBAN:	GB77 HBUK 4046 3951 8594 63

#### CANCELLATION POLICY:

More than two weeks' notice before arrival: All tuition, accommodation and transfers will be refunded less the non-refundable deposit of £150.

Less than two weeks notice before arrival: 2 weeks tuition and accommodation will be retained and the balance will be refunded.

Under no circumstances will the company refund, either partially or fully, any course fees once the student has commenced their contracted course of study.

In the event that a student is unsuccessful in their visa application all fees will be refunded within 7 days on receipt of a copy of the visa refusal document.

#### CANCELLATION OF PROGRAMMES

ATC Winchester reserves the right to cancel arrangements if the booking conditions are not met.

ATC Winchester reserves the right to cancel programmes that are not filled.

#### NATIONAL AND SCHOOL HOLIDAYS\*

School Commences	Monday 7 <sup>th</sup> January 2019
Good Friday	Friday 19 <sup>th</sup> April 2019
Easter Monday	Monday 22 <sup>nd</sup> April 2019
Public Holidays - Mondays	6 <sup>th</sup> May, 27 <sup>th</sup> May & 26 <sup>th</sup> August 2019
Christmas Holidays	Saturday 21 <sup>st</sup> December 2019 to Sunday 5 <sup>th</sup> January 2020 inclusive
School Commences 2019	Monday 6 <sup>th</sup> January 2020

\*THERE IS NO REFUND FOR TIME MISSED DUE TO PUBLIC HOLIDAYS



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### **BRAY SCHOOL / HEAD OFFICE**

Dunluice House  
Strand Road  
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A98 C627  
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### **DUBLIN SCHOOL**

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### **WINCHESTER SCHOOL OF ENGLISH**

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**E** [info@winchester-english.co.uk](mailto:info@winchester-english.co.uk)



**ALTO** Association of  
Language Travel  
Organisations

**BU** Bildungsurlaub-  
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Accredited by the  
**BRITISH COUNCIL**

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in amber



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