

Terms and Conditions - Ireland & UK

Enrolling on a course

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. Uni-Pay link which will enable you to make payment in full or pay a deposit of €250 (Ireland) / GBP£200 (UK). Deposits paid are non-refundable.
3. There is a course registration fee of €50 for Ireland or £40 for UK, for all students.

PAYMENT PROCEDURE

Full payment of fees is due 2 weeks prior to the starting date

IRELAND:

1. **By bank transfer or credit card through Uni-Pay**, our preferred payment provider. To register and make a payment, click on the Uni-Pay symbol attached to the confirmation email from us. [Uni-Pay handling fees will be advised at time of payment]
2. **By bank transfer in EURO directly into CES bank account:**
Bank Name: AIB
Address: 7-12 Dame Street, Dublin 2, Ireland
Account Name: Centre of English Language Studies Ltd.
IBAN: IE97AIBK93208688887063
BIC: AIBKIE2D
Account Number: 88887063
Sort Code: 93 20 86
[please add €30 to cover bank charges]

UK:

1. **By bank transfer or credit card through Uni-Pay**, our preferred payment provider. To register and make a payment, click on the Uni-Pay symbol attached to the confirmation email from us. [Uni-Pay handling fees will be advised at time of payment]
2. **By bank transfer in GBP directly into CES bank account:**
Bank Name: National Westminster Bank
Address: 27 South Street, Worthing West Sussex, BN11 3AR
Account Name: Centre of English Studies Ltd.
IBAN: GB 33 NWBK 602431 74638459
BIC: NWBKGB2LXXX.
Account Number: 74638459
Sort Code: 60 24 31
[please add £15 to cover bank charges]

Please note any invoices paid directly to CES by credit card will be subject to a total credit card surcharge of 2%.

****Please ensure when making a payment to include the invoice number and student name or number****

Cancellation, cancellation fees and refunds

All cancellations must be notified in writing.

1. Accommodation Fees: Notice provided of 2 weeks - full refund given.
2. Tuition and other fees:
 - 2.1 Notice provided of up to 14 days prior to the arrival date – cancellation fee of €250 (Ireland) / £200 (UK).
 - 2.2 Notice provided of less than 14 days prior to arrival - no refund given.

There is no refund if a student fails to complete the programme.

There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees, less the deposit of €250 (Ireland) / £200 (UK) and bank charges, on receipt of proof of visa refusal and refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will not adjust your tuition or accommodation end date and no refund will be made.

General Conditions

- Fees include: Tuition, assessment test at the beginning of the course, individual report, use of multimedia centre and CES Online e-Learning package.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation.
- If a student does not acquire a visa on time, the above cancellation policy applies.
- It is the responsibility of the agent or student to ensure that the correct visa has been applied for.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and travel insurance.
- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course / late arrival / early departure / public holidays.
- During peak times, classes can be held at additional premises.
- If a student wishes to transfer between any CES centres in Ireland and the UK, there is a fee of £100.
- If a student wishes to return to their home country, or take holidays elsewhere during the term of their English language programme, they are free to do so, but no credit will be given for missed study time. Parental consent is required for any classes or activities missed.

Return completed registration forms to:

IRELAND: Centre of English Studies, 31 Dame Street, Dublin 2, Ireland
Phone: 00353 1 671 4233 Fax: 00353 1 671 4425 Email: info@ces-schools.com

UK: Centre of English Studies, 12 Stoke Abbott Road, West Sussex, BN11 1HE, England
Phone: 0044 1903 231330 Fax: 0044 1903 200953 Email: worthing@ces-schools.com