

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. FlyWire link which will enable you to make payment in full or pay a deposit of €250 (Ireland) / £200 (UK). Deposits paid are non-refundable

PAYMENT PROCEDURE

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

IRELAND:

1. **By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to www.ces-dublin.flywire.com to begin the payment process [Flywire 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 Fly-wire**, our preferred payment provider. To register and make a payment go to www.ces-uk.flywire.com to begin the payment process. [Flywire 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: GB33NWBK 602431 74638459
BIC: NWBKGB2LXXX
Account Number: 74638459
Sort Code: 60 24 31
[please add £15 to cover bank charges]

****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.

Accommodation Fees: Homestay - notice provided of 2 weeks - full refund given. **Self-catering** - notice period of 28 days - full refund given
Notice period of less than 28 days – no refund given .

Tuition and other fees: Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland)/GBP£200 (UK).

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) / GBP£200 (UK) and bank charges on receipt of evidence of the visa refusal plus the refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will adjust your tuition or accommodation dates subject to availability. No refund will be made.

General Conditions

- Fees include tuition, assessment test at the beginning of the course, individual report, use of listening centre/multimedia centre for private study, self-access, listening and interactive technology centre, email facilities and guided e-learning.
- 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 baggage 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 centres in Ireland and the UK, there is a fee of £100/€150

Note: 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 students aged 16 and 17 years for any classes or activities missed. CES requires advance notice in writing. In accordance with GDPR and our desire to ensure all data is always secure, visit our website (www.ces-schools.com) for our Data Protection Policy and Privacy Statements.

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

CES Registration Form - 2019

Personal Details

Family name: _____
First name(s): _____ Male Female
Address: _____
Country: _____ Post Code: _____ Passport number: _____
Mobile phone: _____ Email: _____ Occupation: _____
Nationality: _____ First Language: _____ Date of birth: _____
(dd/mm/yyyy)
Next of kin mobile number in case of emergency : _____
Current level of English (please ✓) Very good Good Fair Low
Do you have any allergies? YES NO If yes please specify _____
If you have any special needs, learning difficulties or medical conditions, please give details _____
Where do you want to study? Dublin London Oxford Edinburgh Leeds Worthing Harrogate

Course Details

I wish to reserve a place on course: _____ Number of weeks: _____
Starting date: _____ Finishing date: _____ Course fee: _____

Accommodation Details (please ✓)

I want Homestay
 Shared Room
 Single Room

I want Self-Catering Residence
Name: _____
 Shared Room
 Single Room
*Subject to availability

Arrival date: _____ Departure date: _____ Number of nights: _____

Airport Transfer (optional - must be booked in advance)

Date of arrival: _____ Time of arrival: _____ Flight number: _____ From: _____ Airport
Name of arrival airport: _____ Airport transfer on arrival: Required Not Required Transfer Fee: See pages 5+6
It is important that CES is advised of your arrival details even if you do not require a transfer.

An airport transfer must be booked for Crestfield and Auburn House in Dublin.

Fees

Course	Course Fees	_____
	Registration Fee (€65 for Ireland / £50 for UK)	_____
Accommodation	Accommodation Fees	_____
	Accommodation Placement Fee	_____
	(€70 for Ireland / £55 for UK)	_____
	Supplements (if applicable)	_____
Airport Transfer	Transfer Fee	_____
Bank	Bank Charges	_____
	Textbook	_____
	Visa Application Fee £20 (UK only)	_____
	TOTAL	_____

I will pay the fees at the booking stage as follows (Please tick ✓):

Full fees Deposit By bank transfer/credit card via FlyWire By bank transfer directly to CES bank account