

The English Academy Student Agreement

The following is an agreement between The English Academy and an intending student. Please make sure that you understand and sign this document before you complete your enrolment and pay your fees. Then keep a copy of the signed agreement for your records.

As an applicant for enrolment in an English Academy course(s), I agree to abide by the following:

- I understand that all courses at The English Academy require a prerequisite level of English for entry and that on or before commencement, The English Academy will test my English language ability and place me in an appropriate level according to my English ability.
- I understand that I will be assessed by The English Academy during the progress of my course and agree to accept the decision of The English Academy in relation to this placement and assessment.
- If I am on a Student Visa, I understand that on arrival and during my course, The English Academy has a duty by law to check that my visa details are correct and may need to notify any changes to the Irish Department of Immigration.
- I understand The English Academy Statement of Achievement will be issued without any grades achieved if my attendance is less than 80%. In addition, it will state "Overall attendance was unsatisfactory"
- I understand that if I hold an Irish Student Visa, The English Academy has an obligation to report me to the Irish Department of Immigration if my attendance is less than 85% or my performance in the course is consistently unsatisfactory.
- I understand that I cannot break my course for any reason and continue studying at a later date, all courses of 4 weeks or more are sold as consecutive week courses and failure to attend results in a loss of that class.
- I understand that I cannot transfer to another school or College during the period of my enrolled course without a written letter of release from The English Academy I understand that a full week of tuition is payable in weeks that contain a public holiday, and that classes are not held on public holidays.
- If I am on a Student Visa, I understand I must notify The English Academy within seven (7) days of any change of address in Ireland and The English Academy will notify this change to the Irish Department of Immigration (where applicable).
- I understand that The English Academy, and its representatives and staff, will not be held liable for any loss, damages, death, illness or injuries to people or property which occur whilst students are on any activity or excursion organised by The English Academy. It is my sole responsibility to take out insurance against such risks.
- I understand that an Irish immigration requirement is that I have full medical cover while studying in Ireland. The English Academy recommends that before travelling abroad I take out comprehensive travel, accident and medical insurance either through the school or privately.
- I understand that The English Academy is required to share personal information about its students with the Irish Government and other designated authorities.
- I agree to pay course fees due at commencement at least four (4) weeks prior to the course start date.
- I understand that if my fees are overdue at any time during my course, I may be excluded from class and may be reported to the Irish Department of Immigration.
- I understand that The English Academy reserves the right to expel a student who does not adhere to the discipline code of the school as outlined in the Student Handbook, and that no refunds are provided in the case of expulsions.

Disclaimer: I understand that The English Academy has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables and contact hours at any time without notice.

Name: _____

Signature: _____

Date: _____

Refund & Cancellation Policy

Please read carefully

- Requests for refunds must be made in writing to the Director, The English Academy, Scotch House, 5-7 Burgh Quay, Dublin 2.
- Tuition fees are not transferable to other institutions or other students once you commence your enrolment.
- The non-refundable deposit, bank fees and any incurred costs such as accommodation or insurances are strictly never refundable. Non refundable deposit is 33% of applicable course fee.
- All refunds will be paid to the person who has entered into the contract with The English Academy, unless the person gives a written direction to pay the refund to someone else. Refunds will be processed and paid within three (3) weeks of the receipt of the written notification. Refund cheques will be posted to the nominated address, or made available for collection from Administration.
- Bank charges are deducted from refunds made by overseas electronic transfer or bank draft.
- If the required visa is not granted, a full refund of tuition fees will be made, less administration costs of €250, provided that sufficient evidence of visa refusal is provided. from the Irish Department of Immigration.
- If written cancellation of the enrolment is received four (4) or more weeks prior to the initial course commencement 100% of tuition fees (less non-refundable deposit) will be refunded. If written cancellation of the enrolment is received less than four (4) weeks prior to the initial course commencement 50% of tuition fees (less non-refundable deposit) will be refunded.
- No refund will be given if a course is cancelled in the 7 days prior to commencement date.
- In the unlikely event of The English Academy being unable to provide a course for an enrolled student, all fees will be refunded in full.
- No refunds will be granted once the student commences studies at The English Academy unless the student has a legitimate complaint against The English Academy that can be substantiated under the Consumer Protection Laws.
- Refunds will not be granted if the Department of Immigration excludes you from continuing your studies, you withdraw from studies after the program begins, or you are expelled.
- Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness of the immediate family) and can no longer continue their study, The English Academy may refund the balance of unused tuition fees and accommodation fees. Requests for such a refund must be made in writing to the Managing Director.
- Exceptional fee refunds are wholly at the discretion of the Managing Director of The English Academy. Appropriate evidence, such as an original medical certificate or death certificate in English, will be required.
- In the unlikely event that The English Academy is unable to deliver your course in full, you will be offered a refund of all the course money from the day on which the course ceased being provided. The refund will be paid to you within 2 weeks of the day on which the course ceased. Alternatively, you may be offered enrolment in an alternative course by The English Academy at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Name: _____

Signature: _____

Date: _____