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| **Glenstal Abbey – Residential Programme 2017** |
| 1. Complete the form in Type or in BLOCK CAPITALS. 2. Please check for programme availability for your preferred dates with the school before booking flights. 3. Return the completed form by fax /email/ post with a booking deposit of €200. 4. The balance of fees must be paid 21 days before the course commences. 5. All students must arrange Medical Insurance Cover for the duration of their stay. 6. EU students should bring the European Health Insurance card. 7. Students can only arrive and depart on a Sunday. 8. In booking our Residential Junior Programme, students and their parents are agreeing to abide by all school terms, regulations, policies. |

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| **Student Information** | |
| Student First Name |  |
| Surname (Family Name) |  |
| Male or Female |  |
| Date of Birth |  |
| Nationality |  |
| Student Mobile No. |  |
| Arrival Date (Sunday):  2nd July  9th July  16th July  23rd July | |

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| **Family Contact Information** | |
| Family (Parent) Name |  |
| Home Address |  |
| Email Address (obligatory for all correspondence) |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |

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| **Arrival and Departure Details (Sunday to Sunday)\*** | | | | | |
| Arrival Date |  | Time of Arrival/Flight Info | | |  |
| Departure Date |  | Time of Departure/Flight Info | | |  |
| Details of any dietary / other restrictions? | | | | | |
| \* Stays are based on a Sunday to Sunday Stay. Arrival - Most Students arrive on a Sunday to avail of our Airport Transfers Service. We offer a meeting service at Dublin Airport & Shannon Airport from 8am to 8pm and our students depart by coach to Glenstal Abbey which takes approximately 2 hours 15 mins from Dublin Airport and 45 minutes from Shannon Airport. These Coaches leave every 3 hours. Departure : Students depart on a Sunday from Glenstay Abbey and we can cater for flights leaving Dublin Airport / Shannon Airport every Sunday between 6.40am – 8pm. These Coaches leave every 3 hours. Note: Saturday Arrival available - overnight in Dublin with host family and meet the transfer service to Glenstal on Sunday Morning.  Available at an extra cost of 75 euro. | | | | | |
| **Glenstal Abbey - Residential Programme Fees 2017**  ***Our Programmes fees are all inclusive with no hidden charges and include: Tuition, Text Book, Administration Fees, Full Programme of Quality Activities including full day excursions on Saturday and Sunday.***  ***Students will stay in Glenstal Abbey, one of Ireland’s most prestigious residential boarding schools.*** | | | | | |
| **Chose the duration of your programme:** | | | | | |
| **Residential Programme 3rd July – 5th Aug**  Glenstal Abbey, Limerick  15 hours Tuition & Full Activity Programme | | | **2 Weeks** | Programme Fees incl. Full Board Accommodation € 1996 | |
| **3 Weeks** | Programme Fees incl. Full Board Accommodation € 2994 | |
| **4 Weeks** | Programme Fees incl. Full Board Accommodation € 3992 | |
| **Combination Programme**  3 weeks Residential Option &  3 weeks Classic Programme in Malahide | | | **6 weeks** | Programme Fees incl. Full Board Accommodation € 4860 | |
| Optional Airport Transfers by a member of our Staff  None  On arrival € 90  On departure € 90 | | | | | |
| **We offer a variety of elective activities in the afternoon. Please chose one per week from the list below:** | | | | | |
| * Photography/ Film * Irish Cookery * Practical Science * Material Arts * Dance Class * Archery & Target * Music Session | | | **Week 1:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Week 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Week 3 (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Week 4 (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Alternative choice:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **Payment of Fees** |
| **Fees:** A deposit of 200 euro to confirm booking is required. Remaining fees due 21 days before commencement of the course. |
| Available methods of payment:  Bank Transfer, Credit Card Payment, PayPal, Cheque payable in Euro drawn on an Irish Bank  \* For Credit Card payments, we will initially take a 200 euro deposit and then the remaining amount 21 days pre arrival.  \* We 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  Sort Code: 932523  Account No: 42285009  IBAN No: IE95AIBK93252342285009  Swift Code: AIBKIE2D |

**General Information**

* Transfers (if required): Flight number, date and time of arrival must be advised to the Irish College of English as soon as possible to enable us to arrange your collection at the airport. Where flights are delayed/cancelled, the college should be informed immediately to allow us to reschedule transfers, where we are unable to reschedule transfers due to lack of notice, students will be required to arrange their own transfer.
* We advise all clients to take out full Personal & Medical Insurance including baggage cover prior to arrival as ICE 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 student must take out private medical insurance. Students/Parents are responsible for all medical & related costs incurred during their stay and must fill in our school waiver/s.
* We do not accept responsibility for costs incurred due to flight delays i.e. accommodation etc.
* 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.
* Registration will be confirmed for each student only upon receipt of completed registration forms and full payment of fees.
* Where damage/theft of property of the school 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.
* 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.
* ICE must be advised of any health problems or specific dietary requirements at the time of booking.
* 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.
  + 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.
  + There is no refund for students who change from Intensive to other courses of lesser hours.
  + There is no refund for fees of days missed during the course, for late arrival or early departure or for public holidays.

**International Junior Summer Camp Information**

**School Rules**

* A good level of general behaviour and manners is required in school.
* Serious breaches of school policies/regulations as deemed by the college will result in a student being sent home. In these circumstances, no refunds will be given and students/parents are responsible for all related costs. Examples of such behaviour are: stealing or vandalizing property, abusive/threatening behaviour to others, possession of drugs or alcohol.
* All students are responsible for any medical bills or damage caused. ICE accepts no responsibility for medical costs incurred or costs of damages caused by students. All students must organise medical insurance in their own country before travelling to Ireland and EU citizens should have their European Medical Card with them. We also recommend students to take out travel insurance in case of accident or loss of luggage. Dental treatment or elective procedures are not covered by the European Medical Card.
* While our residentail programme has mostly supervised time, Parents should instruct students as to their limitations during free time e.g on activities free time is given to explore. Tell them to use their common sense and take normal precautions as they would at home.
* Students should not carry large sums of money or valuables with them in the school or during their activities. There are lockers avaialble for every student at school and we would ask the student to keep their valuables in these lockers.
* It is mandatory that students attend all organised activities, missing activities without prior consent is against school rules.
* Residence rules regarding wake up calls, lights out, no mobile devices after lights out must be adhered to.
* At Glenstal Abbey is a working monastery and students are not permitted into areas which are closed to the public or students.

**Our Policies Regarding Our Airport Transfer Service**

* It is the responsibility of the student/parent to ensure all flight information provided to ICE is accurate and in writing.
* Individual students are met at the airport by an ICE representative who will have a sign with the Irish College of English printed on it. Parents/Students will be provided with a contact no. of the person collecting them and also a school emergency number to facilitate the transfer. Parents/Students should ensure ICE has a mobile contact number for all students.
* Where flights are delayed/cancelled, the college should be informed immediately to allow us to reschedule transfers, where we are unable to reschedule transfers due to lack of notice, students will be required to arrange and pay for taxi transport to the Camp.
* Return flights – Students will be dropped off at the Airport at least 2 hours prior to their flight time as provided on their booking form. This is a drop off service only unless otherwise agreed. Should you child need help at the airport or to be signed in please communicate this to us well in advance. ICE accepts no responsibility where a student misses a flight or is unable to board a flight.

**Medical and Travel Insurance**

All students must organise medical insurance in their own country before travelling to Ireland. We also recommend students to take out travel insurance in case of accident or loss of luggage. This will not cover dental treatment or elective procedures.

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**The Irish College of English is Recognised by ACELS, a Service of Quality and Qualifications Ireland, for English Language Teaching (ELT**