



Working with Us

At the Irish College of English we value our agents and partners from the public and private sectors and we are aware of the importance of having ongoing relationships which are mutually beneficial to both parties. We work closely with our agents and leaders and supply them with as much information as we can to ensure that they can market the college courses successfully.

Our Feedback from group stays is excellent, every student and leader fills out an exit feedback form detailing their experience covering all aspects of the programme. These feedback forms are used as part of our quality assurance process, and a copy is also sent to each partner. If you are considering working with us , we would be happy to put you in contact with some existing partners.



‘In the competitive market of language schools, the Irish College of English in Malahide and its staff has provided me with the best professional experience I have ever had in these years...’

Monica Martino – Upter University, Rome, Italy

Our academic & administrative staff specialise in creating new programmes to suit group needs and can design specific syllabi and afternoon activities. We are open to meeting your needs and offer a flexible approach. English progression is our focus, every student is given individual attention and their teacher completes an exit report on leaving detailing their progression. In addition each student receives a graded college certificate.

Our key selling points are our ideal locations and host family accommodation, all our accommodation is within walking distance of the school and the quality of our families is attested to by our student and leader feedback, making it a highlight of any stay.

We have detailed our group rates on the following pages. These rates are net and offer excellent value.

Individual Student Commission Rates

For Individual adult/ junior students we offer 20 % commission on Programme fees.
Our Summer Net Fees for Groups represent a 22.5 % reduction on individual fees and also include free airport transfers and leader accommodation making them excellent value!

We look forward to working with you.

Kind Regards
Susan Mc Elhinney
Director





Mini Stays - Low Season Options for Adults & Juniors

At the Irish College of English we specialise in building programmes to cater for group needs, therefore English language tuition and activities can be arranged to meet your requirements, examples of tuition types on offer are: General English, Cultural, Literature Programmes, Business English Courses, Cambridge Exam Preparation. We work with International Agencies, Clubs, Schools, Government Bodies etc and have excellent feedback. All courses are designed to meet the needs of the specific groups. Below is a list of our sample fees based on 15 students plus, however we can quote for specific stays.

Group Low Season Net Fees : Sept '11 – June '12					
	3 Day	1 Week	2 Weeks	3 Weeks	Extra 10 % Discount on Programme Fees for Groups of 30 +
Programme Fees	€ 110	€ 160	€ 300	€ 420	
Host Family Accommodation	€ 75	€ 175	€ 350	€ 525	
Total	€ 185	€ 335	€ 650	€ 945	
Optional Extras Full Activity Programme	€ 45	€ 75	€ 135	€ 195	

All Programme Fees include:

- * Airport Transfers by Coach
- * Free Leaders Accommodation per every 15 students
- * Assessment on arrival, registration & administration.
- * 15 hours tuition per week (3 Day courses have 9 hours tuition, 3 nights host family)
- * All course materials & Specialist Course Development
- * Full assistance with organisation of afternoon activities
- * Student Exit Report & Graded Certificate of Attainment

Optional Extras – Full Activity Programme

- * Full programme of afternoon activities
- * Mixture of cultural/social & sports activities all inclusive
- * Unlimited Dublin Travel Bus & Rail Pass
- * One full day trip per week

Optional Irish Leader available to accompany groups € 300 per week

Sample Class & Optional Activity Programme (Other budget options available)

Classes	Monday – Friday English Language Class 9.00am – 12.00pm
Sunday	Free Day with Family
Activities	5 Afternoons and 1 Full Day Activity – Groups choose one from each list
	<p>Mondays - Possible Afternoon Activities</p> <ul style="list-style-type: none"> • Guinness Tour / Dublinia Viking World & Christchurch Cathedral • The GAA (Irish Football) Museum & Croke Park Stadium • Trinity College Library (Book of Kells) & Dublin City Centre Tour <p>Tuesdays - Possible Afternoon Activities</p> <ul style="list-style-type: none"> • National Museum of Decorative Arts & History • National Museum of Natural History • National Gallery of Ireland • National Museum of History and Archaeology <p>Wednesdays – Sports Options</p> <ul style="list-style-type: none"> • Sports - Pitch & Putt, Tennis, Football, Cinema, Bowling, Irish Dancing <p>Thursdays - Possible Afternoon Activities</p> <ul style="list-style-type: none"> • Treasure Hunt, Beach Volley Ball, Shopping, Bray Village <p>Fridays Possible Afternoon Activities</p> <ul style="list-style-type: none"> • Malahide Castle Tour • Kilmainham Gaol • Visit To Howth • St. Michans Church <p>Changes can be made, including evening activities, additional costs may apply</p>
Saturday	Full Day Excursion Options - Glendalough Lakes, Kilkenny City, Dublin Zoo,



Guinness Storehouse



Malahide Castle



Trinity College



Junior English Summer Camps 2012

The Irish College of English Junior Summer School takes place every summer from June to August with English courses, sports activities and cultural trips for juniors from around the world. It is a great opportunity for younger students to improve their English and grow to love the language by living it. The students stay with host families within walking distance of the schools and attend English classes in the mornings and participate in various afternoon activities. The courses are designed to ensure students acquire a natural interest in improving their English in a lively and enjoyable environment. We receive excellent agent, student & parent feedback and we continue to strive to make our camps the highlight of our year.

Junior English Summer Camps: Group Net Rates 2012 (June – Aug 2012 based on 15 + students)

	Dublin Programmes – Malahide & Swords		
	Classic Programme 15 hours Tuition & Cultural Programme	Intensive Programme 24 hours Tuition & Cultural Programme	Combination Programme 15 hours Tuition & Sport & Cultural Programme *Malahide Centre ** Swords Centre
IYSS Dates & Centre Location	18th June – 25th Aug Malahide, Dublin	2nd July – 4th Aug Swords, Dublin	Riding** : 2nd July – 28th July Sailing* : 6th Aug – 18th Aug Golf* : 6th Aug – 18th Aug
2 Weeks	€ 592	€ 695	€ 695
3 Weeks	€ 870	€ 1004	€ 1004
4 Weeks	€ 1105	€ 1258	€ 1258

Quality Host Family Accommodation: € 200 per week full board (breakfast, packed lunch & dinner) within walking distance

Group Benefits: Free Airport Transfers & Free unlimited Dublin Travel Bus & Rail Pass & Leader Accommodation per 15 students

Flexible arrival and departure dates, we will cater for your needs, groups can arrive/depart any time, any day.

Junior Camp Programme Fees include:

- * Airport Transfers by Coach
- * Free Leaders Accommodation per every 15 paying students
- * Assessment on arrival, registration & administration.
- * 15/24 hours tuition per week (Max. of 15 students per class)
- * All course materials
- * Irish Leader to accompany groups on all activities
- * Student Exit Report & Graded Certificate of Attainment
- * 3 Months Access to ICE Online – Our E-Learning Portal

Full Activity Programme - see sample

- * Full programme of afternoon activities see sample
- * Mixture of cultural/social & sports activities all inclusive
- * Unlimited Dublin Travel Bus & Rail Pass
- * One full day trip per week
- * Disco / Irish Dancing





Agent General Information

- Transfers: 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 and pay for taxi transport to their host family.
- We advise all clients to take out full Personal & Medical Insurance including baggage cover prior to arrival as I.C.E. 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 students must take out private medical insurance. Students/Parents are responsible for all medical & related costs incurred during their stay.
- 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, agents 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 host family 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.
- If for any reason deemed acceptable to ICE a student can no longer be accommodated in host family accommodation, it is the agent responsibility to find suitable accommodation for the student. ICE will refund the agent any unused host family fees. Examples of such situations may be – unacceptable student behaviour, a medical programme which the family is unable to adapt to, a contagious disease etc.
- 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 in all circumstances.
 - 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. Where host family accommodation has been booked, an additional 100 euro will not be refunded in order to compensate families.
 - There is no refund for students who change from Intensive to other courses of lesser hours.
 - Visas – if a student does not acquire their visa, we will refund all fees paid , except for 200 euro which we keep as an administration fee. In these circumstances, a statement from the relevant consultant/embassy that no visa was issued is required. Once visa students have used our course details to enter Ireland, classes must be attended and all fees are non-refundable.
 - There is no refund of fees for days missed during the course, for late arrival or early departure or for public holidays.
- Cancellation Policy for Groups - Deposits are non-refundable. There will be no additional cancellation fee for groups where a written cancellation notice is received at least 3 weeks prior to the start date of the course. There are no refunds of course fees for cancellations made less than 3 weeks prior to the start date of the course.

Registration & Payment of Course Fees

- For groups we ask agents to fill in a host family allocation template specifying students' names, age, gender, special requirements etc.**
- For individuals please send us a booking form with deposits**
- Please send us Net Fees only unless otherwise agreed**
- Full Fees must be received no less than 21 days before commencement of the course**

Payment of Fees can be made in any of the following ways:

Bank transfer to our account

Credit Card Payments (Additional 2.5 % fee is applicable)

Cheque payable in Euro drawn on an Irish Bank

Account Name: Irish College of English
Address: 6 Church Road, Malahide, Co. Dublin
Bank Name: National Irish Bank, Main Street,
 Malahide, Co. Dublin
Sort Code: 95 – 16 – 88
Account Name: Irish College of English
Account No: 50013757
IBAN No: IE 14DABA95168850013757
Swift Code: DABAIE2D

