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| **International Junior Summer Camp 2019** |
| 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 email with a booking deposit of €200. Alternatively, you can book online using our website.
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 arrive and depart any day of the week but most students arrive on a Sat or Sun and depart on the corresponding Sat or Sun. 2 week stays are based on 14 nights, 3 week stays -21 nights, 4 week stays - 28 nights or less, additional nights are charged at 32 euro per night and additional full days are charged at 95 euro per day.
8. In booking our Junior Programme, students and their parents are agreeing to abide by all school terms, regulations, policies.

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| **Student Information** |
| First Name |  |
| Surname (Family Name) |  |
| Male or Female |  |
| Date of Birth |   |
| Nationality |  |
| Student Mobile Number |  |
| Date of Arrival in Class |  |
| Date of Departure from Class |  |
| Why did you Choose ICE? |  |

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

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| **Information for Accommodation\*** |
| Date of Arrival  |  | Time of Arrival & Flight Number |  |
| Date of Departure  |  | Time of Departure & Flight Number |  |
| Details of any dietary / medical issues:\*If you do not require accommodation please mark this section – Not Required and we will adapt the fees accordingly |

**International Junior (11 – 17 years) Summer Camp Fees 2019**

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| **Programme Options** | **Fees Option**  |
| **Classic Programme**10th June - 31st August 15 hours Tuition, Multi Activity Programme & Home Stay | 2 Weeks = € 1510  [ ] 3 Weeks = € 2200 [ ] 4 Weeks = € 2920 [ ]  |
| **Intensive Programme** 1st July - 10th August20 hours Tuition, Multi Activity Programme & Home Stay | 2 Weeks = € 1630 [ ] 3 Weeks = € 2410 [ ] 4 Weeks = € 3180 [ ]  |
| **PET / FCE / CAE Exam Preparation Programme** 1st July - 10th August15 hours Tuition, Multi Activity Programme & Home Stay | 2 Weeks = € 1560 [ ] 3 Weeks = € 2275 [ ] 4 Weeks = € 3020 [ ]  |
| **English & Horse Riding**1st July - 10th August15 hours Tuition, Horse Riding, Activity & Home Stay | 2 Weeks = € 1850 [ ] 3 Weeks = € 2730 [ ] 4 Weeks = € 3630 [ ]  |
| **English & Sailing**29th July to 24th August15 hours Tuition, Sailing, Activity & Home Stay | 2 Weeks = € 1850 [ ] 3 Weeks = € 2730 [ ] 4 Weeks = € 3630 [ ]  |
| **Optional Airport Transfer On Arrival - € 50 [ ]  On Departure - € 50 [ ]**  |
| All Home Stays are full board (breakfast, packed lunch, dinner) and are within walking distance of our SchoolWe guarantee one nationality per home unless otherwise requestedClassic Programme students have a Dublin Travel Pass and Homestays in MalahideIntensive, Exam Preparation & Horse Riding have private coaches to activities and homestays in PortmarnockSailing Students have private coaches to activities and homestays in MalahideSupplements of € 20 per week for Gluten Free, Coeliac etc |

**Homestay Programmes, Dublin – Malahide Centre**

**Residential Programmes, Kildare (Dublin Option) & Limerick**

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| **Programme Options** | **Fees Option** |
| **Glenstal Abbey, Limerick**1st July - 27th July15 hours Tuition, Multi Activity, Adventure & Explore Ireland  | 2 Weeks = € 1996 [ ] 3 Weeks = € 2994 [ ] 4 Weeks = € 3992 [ ]  |
| **Clongowes Wood College, Kildare (Dublin Programme)**1st July - 27th July15 hours Tuition, Multi Activity & Best of Dublin | 2 Weeks = € 1996 [ ] 3 Weeks = € 2994 [ ] 4 Weeks = € 3992 [ ]  |
| **Optional Airport Transfer On Arrival - € 90**  [ ]  **On Departure** - € 90[ ]  |
| All Residential Programmes are full board and on CampusClongowes Wood College is 40 mins from Dublin City & Dublin AirportGlenstal Abbey is 2 hours from Dublin Airport |

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|  **Payment of Fees** |
| **Fees:** A deposit of € 200 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 \* We add an extra 2.5 % for Credit Card payments to total amount of fees due For Bank Transfers Account Name: Irish College of EnglishAddress: 6 Church Road, Malahide, K36 KF21, Co. DublinBank Name & Address: AIB, Main Street, Swords, Co. Dublin Sort Code: 932523Account No: 42285009IBAN No: IE95AIBK93252342285009Swift 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 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 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 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.
* 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.

**School Rules**

* A good level of general behaviour and manners is required in school, with the host family and at all other times.
* 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.
* Students must be home at 9.30pm. If a student is delayed, they must call their host family to notify them. Arriving home late is unacceptable and will not be tolerated. If a student is late more than twice, they may be expelled and sent home.
* When going out in the evenings and at weekends, students must tell their host family where they are going and with whom.
* Sunday is a free day, students may spend it with their host families or with friends, we would advise students not to go into the city centre on their free day and to stay within the locality.
* Students attending our Camp will have a lot of unsupervised time. Parents should instruct students as to their limitations during free time (Evenings, Sundays, going to and from school, break times etc) when they are not attending our organised activities.
* Hitch-hiking is forbidden.
* Students should not carry large sums of money or valuables with them in the school or during their activities.
* Students are not allowed to attend discos in Dublin or any such events not organised by ICE.
* It is mandatory that students attend all organised activities, missing activities without prior consent is against school rules.

**Arrival and transfer**

* We email all parents on the Monday before your child’s arrival with additional airport transfer information.
* Airport transfers can be arranged for arrival and departure at a total cost of € 100.
* 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.
* The student will be met at the Meeting Point in the Arrivals Area in the airport.
* The student will then be brought directly to their host family home.
* 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.
* 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.

**Host families**

* Students staying in our host family accommodation should also see our Host Family Charter for guidelines.
* Please note, students generally share a room with another language student.
* Host family accommodation is within walking distance of the school unless otherwise stated.
* You will receive a copy of our host family charter once your booking is complete. Please request a copy of this should you for any reason not receive one by email.

**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.

