

# Dublin School of English

Dollard House, 2-5 Wellington Quay, Dublin 2, Ireland.

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## Application Form

Please write using CAPITAL LETTERS

Firstname:  Surname:

Address:

Country:  Telephone:  Fax:

E-mail:  Date of Birth (dd/mm/yyyy):

Sex: ☐ Male ☐ Female Nationality:  Native Language:

Do you smoke? ☐ Yes ☐ No Do you take prescription medication? ☐ Yes ☐ No

Provide details of any relevant medical conditions (allergies, epilepsy, dietary requirements, etc.).

Knowledge of English: ☐ Not Known ☐ Beginner ☐ Elementary ☐ Intermediate ☐ Advanced

How did you hear about the Dublin School of English?

I wish to register for the  course (please use course code from our brochure) for  weeks

Arrival: Date (dd/mm/yyyy):  Flight No:  Landing time:

Departure: Date (dd/mm/yyyy):  Flight No:  Take off time:

Do you wish to be collected from the airport on arrival (extra charge may apply)? ☐ Yes ☐ No

Do you wish to be taken to the airport on departure (extra charge may apply)? ☐ Yes ☐ No

Accommodation: ☐ None ☐ Hotel  
☐ Host Family (shared room) ☐ Hostel Dormitory  
☐ Host Family (single room - extra charge may apply) ☐ Apartment  
☐ University residence (Summer courses only) ☐ Guest House

## PAYMENT CONDITIONS

All bookings must be accompanied by a minimum deposit of EUR 200. Balance of fees must be paid at least 4 weeks prior to arrival. Fees must be paid by bank transfer or by credit card.

BANK TRANSFER: Dublin School of English, account number 02426016, AIB Bank, Bankcentre, Ballsbridge, Dublin 4, Ireland. Branch code: 931268, SWIFT / BIC: AIBKIE2D, IBAN: IE92AIBK93126802426016

CREDIT CARD: ☐ Visa ☐ Mastercard ☐ Eurocard Name of cardholder:

Card number:  Valid from  to

CVV2 number (the last three digits on the back of the card):

Please charge the card above with EUR  Signature of cardholder:

By signing this form I indicate that I have read and agree to be bound by the booking terms and conditions overleaf.  
Where the applicant is under 18 years old the signature of a parent or guardian is required below.

Applicant signature:  Date (dd/mm/yyyy):

Signature of parent/guardian:  Date(dd/mm/yyyy):

# Booking Terms & Conditions

All bookings must be made using the course codes in the Dublin School of English (DSE) offer documents (brochure / website). The DSE will confirm acceptance of all bookings in writing (letter / fax / email / receipt). A booking cannot be considered to have been accepted by the DSE unless it has been confirmed in writing.

DSE will provide all services for courses booked as listed in the DSE offer documents (brochure / website). Once a booking has been sent to and confirmed by the DSE the client agrees to be bound by the booking and cancellation conditions of the DSE.

## **Supplements / amendments**

Any additional chargeable supplements will be specified at the time of booking. Any items not specifically included in the course as a standard item are subject to availability. Any items not specifically included in the course must be requested in writing and must be confirmed in writing by the DSE before they will be deemed to be part of the course booking.

## **Booking Deposits**

A deposit of euro 200 per person is required with each booking. In the case of visa requiring nationals full payment is required with every booking.

## **Payment**

Payment in full in euro must reach our account 28 days prior to arrival. Services will only be provided once payment has been received. Payment may be made by:

- Cheque (only cheques issued by an Irish bank are acceptable)
  - bank draft
  - cash
  - credit card (visa / access / mastercard)
  - bank transfer to
- Dublin School of English account number: 0242 6016  
AIB Bank, Bankcentre Branch, Ballsbridge, Dublin 4  
Branch code: 93-12-68, Swift / BIC code: AIBK IE 2D  
IBAN: IE92AIBK93126802426016

All payments should be notified to the DSE by fax or email quoting your DSE reference number of the client.

## **Prices**

Prices are valid for one calendar year and are revised on 1<sup>st</sup> January each year. It is the responsibility of the client to ensure that they are aware of the current price for the course being booked. The DSE reserves the right to alter prices at any other time of the year should unforeseen circumstances require it.

## **Cancellations & Refunds**

All fees paid are non refundable and credits will only be allowed at the discretion of the management of the DSE. Where a booking is made for a visa requiring national we will refund all course fees paid in the case of a visa being refused for the course booked, less an administrative charge of euro 100. If the DSE has applied for the visa on behalf of the student the visa application fee is not refundable. We will require documentary evidence of the visa refusal and will seek independent verification from relevant government departments before any refund is made.

## **Airport Transfers**

Airport transfers are included with some courses. Where an airport transfer is not included with a course it may be booked as an additional item subject to the current supplement. Transfers booked in this way are subject to availability.

For all transfers complete flight information must be sent to the DSE at least 5 working days prior to the flight date. If we do not receive complete flight information (date / time / flight number / airline) DSE will not be able to provide the transfer service even if this is included in the course fee. Where an included transfer cannot be provided due to insufficient information there is no reduction in the course fee.

## **Insurance**

The DSE holds insurance as required by Irish law. The DSE does not provide travel insurance for students. Before arrival all persons participating in DSE programmes should arrange their own insurance against all expenses that might arise due to accident, illness or loss of luggage, personal effects and money. Providers of activities such as horse-riding, sailing, cycling etc. may require that minors have an insurance waiver signed by their parent, guardian or group leader before commencement of such activities.

## **Health**

Students must notify the DSE of any medical conditions that may influence their stay in Ireland. The DSE reserves the right to send students home if, in the opinion of the DSE management, a medical condition makes continuing a course of study untenable.

## **Damage**

Students are liable for any damage caused by them and payment for such damage must be made immediately.

## **Discipline**

All students will be informed of DSE code of conduct and behaviour at the commencement of all courses. Breaches of DSE rules of conduct will result in disciplinary action up to and including immediate expulsion for serious offences. If a student is expelled from the DSE there will be no refund or credit under any circumstances.

## **Disputes**

Any disputes relating to services provided by the DSE must be brought to the attention of the DSE management while the complainant is in Ireland. The DSE will not entertain complaints about services provided where these complaints were not reported to the DSE at the time. Where necessary any legal disputes will be heard in the courts of the Republic of Ireland.